

Dr S McVerry & Dr D Thorpe

Ashley Surgery
The Old School
School Lane
Ashley
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www.ashleysurgery.co.uk

Dear New Patient

Welcome to Ashley Surgery.

To enable us to begin to provide your healthcare it is vital that **all** of the registration documents in this pack are completed thoroughly.

Please complete:

- ✓ The purple GMS1 form, making sure you have signed the form once completed. (You can find a helpful user guide on the back of this page)
- ✓ New Patient Questionnaire
- ✓ Summary Care Record preference and signature
- ✓ Online Services Access Information and Request Form
(Patients who are over 16 only)

To register you at the Surgery, we also need you to provide photographic identity, such as a passport or driving licence. We will also need to see a document which states your address e.g. bank statement which must be dated within the last 3 months.

Please return the above completed forms to the surgery, ideally in an afternoon. **All of the registration documents need to be completed in full. If the documents are returned to the surgery incomplete, we cannot process your registration.**

Please note that registration forms returned by the postal service will not be accepted.

Thank you for your cooperation.

Ashley Surgery

GMS1 AND PATIENT INFORMATION SHEET

HELP GUIDE

Please complete the following fields:

- Title, Date of Birth, NHS number (if you already have one, obtainable from your previous GP or medical record card) and Gender.
- Surname, First Names, Previous Names if any, Town and Country of Birth, Home address with postcode and Telephone numbers.
- Previous address in the UK and last GP. This information is vital in order for us to trace your medical records and we cannot register you without this.
- If you are moving here from abroad please enter the date you first entered the UK and your first UK GP practice. If you are returning from abroad and have previously been registered under the NHS please enter the date you left the UK and the date you returned to the UK.
- If you are returning from the Armed Forces please enter your address before enlisting and enlistment date.
- Please sign the form and print your name /relationship if signing on behalf of the patient.
- If you wish to be a blood or organ donor please complete the Donor Registration section.
- The law around organ donation has changed; you now need to opt out if you do not want to become a donor. If you are undecided or do not want to become an organ donor please head to the NHS Organ Donation website at www.organdonation.nhs.uk or call 0300 123 23 23 to opt out.
- Any patients who are not ordinarily resident in the UK please read and complete the Supplementary Questions section.
- Please complete the patient information sheet with as much detail as possible to enable us to update your medical record. Please indicate your Summary Care Records preference and sign the form.

To be completed by the GP Practice

Practice Name

Practice Code

 I have accepted this patient for general medical services on behalf of the practice

 I will dispense medicines/appliances to this patient subject to NHS England approval.

I declare to the best of my belief this information is correct

Authorised Signature

Name

Date ____/____/____

Practice Stamp

SUPPLEMENTARY QUESTIONS - These questions and the patient declaration are optional and your answers will not affect your entitlement to register or receive services from your GP.

PATIENT DECLARATION for all patients who are not ordinarily resident in the UK

Anybody in England can register with a GP practice and receive free medical care from that practice.

However, if you are not 'ordinarily resident' in the UK you may have to pay for NHS treatment outside of the GP practice. Being ordinarily resident broadly means living lawfully in the UK on a properly settled basis for the time being. In most cases, nationals of countries outside the European Economic Area must also have the status of 'indefinite leave to remain' in the UK.

Some services, such as diagnostic tests of suspected infectious diseases and any treatment of those diseases are free of charge to all people, while some groups who are not ordinarily resident here are exempt from all treatment charges.

More information on ordinary residence, exemptions and paying for NHS services can be found in the Visitor and Migrant patient leaflet, available from your GP practice.

You may be asked to provide proof of entitlement in order to receive free NHS treatment outside of the GP practice, otherwise you may be charged for your treatment. Even if you have to pay for a service, you will always be provided with any immediately necessary or urgent treatment, regardless of advance payment.

The information you give on this form will be used to assist in identifying your chargeable status, and may be shared, including with NHS secondary care organisations (e.g. hospitals) and NHS Digital, for the purposes of validation, invoicing and cost recovery. You may be contacted on behalf of the NHS to confirm any details you have provided.

Please tick one of the following boxes:

- a) I understand that I may need to pay for NHS treatment outside of the GP practice
- b) I understand I have a valid exemption from paying for NHS treatment outside of the GP practice. This includes for example, an EHIC, or payment of the Immigration Health Charge ("the Surcharge"), when accompanied by a valid visa. I can provide documents to support this when requested
- c) I do not know my chargeable status

I declare that the information I give on this form is correct and complete. I understand that if it is not correct, appropriate action may be taken against me.

A parent/guardian should complete the form on behalf of a child under 16.

| | | | |
|----------------------|--|---------------------------------|----------|
| Signed: | | Date: | DD MM YY |
| Print name: | | Relationship to patient: | |
| On behalf of: | | | |

Complete this section if you live in another EEA country, or have moved to the UK to study or retire, or if you live in the UK but work in another EEA member state. Do not complete this section if you have an EHIC issued by the UK.

NON-UK EUROPEAN HEALTH INSURANCE CARD (EHIC), PROVISIONAL REPLACEMENT CERTIFICATE (PRC) DETAILS and S1 FORMS

| | | |
|--|--|---|
| Do you have a non-UK EHIC or PRC? | YES: <input type="checkbox"/> NO: <input type="checkbox"/> | If yes, please enter details from your EHIC or PRC below: |
|  <p><i>If you are visiting from another EEA country and do not hold a current EHIC (or Provisional Replacement Certificate (PRC))/S1, you may be billed for the cost of any treatment received outside of the GP practice, including at a hospital.</i></p> | Country Code: | |
| | 3: Name | |
| | 4: Given Names | |
| | 5: Date of Birth | DD MM YYYY |
| | 6: Personal Identification Number | |
| | 7: Identification number of the institution | |
| | 8: Identification number of the card | |
| | 9: Expiry Date | DD MM YYYY |
| | PRC validity period (a) From: | DD MM YYYY |

Please tick if you have an S1 (e.g. you are retiring to the UK or you have been posted here by your employer for work or you live in the UK but work in another EEA member state). **Please give your S1 form to the practice staff.**

How will your EHIC/PRC/S1 data be used? By using your EHIC or PRC for NHS treatment costs your EHIC or PRC data and GP appointment data will be shared with NHS secondary care (hospitals) and NHS Digital solely for the purposes of cost recovery. Your clinical data will not be shared in the cost recovery process.

Your EHIC, PRC or S1 information will be shared with The Department for Work and Pensions for the purpose of recovering your NHS costs from your home country.