



New Patient Registration Form - Under 16

Thank you for your enquiry regarding our practice. Our registration process will take between **5 and 10 working days** to be completed, once all documentation has been received.

In order to complete the registration of your child with Undercliffe Surgery you must complete the registration procedure and follow the instructions listed below in full.

- All parts of this registration form must be completed.
- Personal identification must be provided. Children should provide their birth certificate or their Personal Child Health Record (Red Book). Registrations cannot be completed until these documents are provided.
- Undercliffe Surgery will only register children with a parent/carer registered at the same address.
- The completed registration pack should be returned in person by the parent/carer of the child.
- Personal identification documents must be submitted alongside the completed registration pack.
- IF YOU NEED MEDICATION OR AN APPOINTMENT WHILST WAITING FOR YOUR REGISTRATION TO BE COMPLETED THEN PLEASE CONTACT YOUR CURRENT GP.
- FAILURE TO COMPLETE THE REGISTRATION PROCESS IN FULL AND FOLLOW THESE INSTRUCTIONS WILL RESULT IN YOUR APPLICATION BEING IMMEDIATELY REJECTED AND YOU WILL NOT BE REGISTERED AT OUR PRACTICE.

If you do not wish to follow our registration processes you can apply to the local Health Authority who will allocate you to another practice.

TO BE COMPLETED BY THE SURGERY	
You will be allocated to one of our GP Partnary other clinician at this practice.	ers. Having a named GP does not prevent you from seeing
Your named GP is:	Dr Hartwell
	Dr Hussain
	Dr Riaz

IMPORTANT INFORMATION

Surgery Opening Times		Contact us	
Regular Hours Monday to Friday	8.00am – 6.30pm	Telephone: Fax: Website: Email:	01924 403406 01924 412890 www.undercliffe.gpsurgery.net wyicb-kirk.undercliffesurgery@nhs.net

Your local doctors and healthcare providers are working to improve access to GP appointments and reduce attendance at A&E departments. We believe that the best place for you to be seen for your healthcare needs is your local GP surgery – where your practice team know you best.

Curo Health Limited is working together with your GP to provide an extended hours service that offers routine medical treatment and advice. This service is available between 6.30pm and 9.00pm on Mondays to Friday and 9.00am to 1.00pm Saturday. All appointments are delivered from Liversedge Medical Centre. Appointments can be booked via our Patient Liaison team or calling **01924 925517** when the service is open.

At all other time when the surgery is closed and you feel that you need urgent healthcare advice, contact NHS 111. All calls are free to this number.

Alternatively, you may wish to consult with your local pharmacist, who may be able to help you with:

- Skin conditions (mild acne or eczema)
- Coughs, colds, nasal congestion and sore throats
- Minor cuts and bruises
- Constipation and haemorrhoids (piles)
- Hay fever and allergies
- Aches and pains (headache; earache or backache)
- Indigestion, diarrhoea and threadworms
- Period pain and thrush
- Warts, verruca's, mouth ulcers and cold sores
- Athlete's foot
- Nappy rash and teething
- Travel medicines, sun creams and treatments for insect bites
- Head lice treatments
- Creams for bruising, tattoos and varicose vein
- Earwax removers

You can also find advice and 'fact sheets' for common minor aliments on the Self Care Forum at www.selfcareforum.org.

For advice on colds, flu, and sore throats you may wish to visit the 'Symptom Checker' at www.treatyourselfbetter.co.uk

For a wide range of health advice and information visit NHS Choices at www.nhs.uk.

WHAT YOU CAN EXPECT FROM OUR GP SURGERY

The table below explains what you can expect from your GP Surgery and how you can help us provide the best service work for you.

YOU CAN EXPECT US TO:	WE EXPECT YOU TO:
Ensure you are treated respectfully at all times	Treat our staff with respect
Protect your privacy and dignity and maintain confidentiality at all times	Help us maintain our records by providing us with up to date information (e.g. telephone number/change of address)
Provide a safe, clean environment for you to attend	Attend your appointments or let us know that you can't make your appointment
Accept any request for a telephone 'call back' for queries on health issues or if further clarity is needed following an appointment, where possible	Listen to the advice given and ask if you are unclear about the information given
Listen advise and sign-post patients to appropriate services	If you require a more urgent appointment please call the surgery as early as possible in the day to allow time to access a health professional
Provide a number of ways to order prescriptions including on line, fax, repeat prescription box, face to face	Speak to the reception staff if in certain circumstances if you find yourself without medication A&E and out of hours are not the services to be used for medication
Provide a variety of booking options including an online appointment booking service	Call the surgery for appointments rather than attending A&E, unless life is at risk
Offer a flexible booking system to allow timely appointment availability	Call the surgery if you are waiting for an appointment and your health deteriorates rather than attending A&E.
Aim to see all children under 5 years old on the same day, if they are unwell and offer further appointments should the problem persist	Be prepared to attend at any time during the day when you ring for an appointment
Help and advise you on an appropriate way in which to order and collect your prescription	Be patient at busy times. If the clinic is running late, remember it might be you that needs the extra time next visit!

New Patient Registration Form - Child

Please complete all pages in full using block capitals

1. Background Details				
Your Child Details				
Forename/s			Surname	
NHS Number			Gender	
Address			Date of Birth	
			Home Telephone	
Parent or Guardian De	etails 			
Your Name			Relationship	
Address			Home Telephone	
			Work Telephone	
Mobile Telephone	I consent to be	contacted* by SMS o	on this number:	
Email	I consent to be	contacted* by email	at this address:	
Family Members Regis	tered With Us			
Relationship to child				
Has the patient been re	~	IHS before?	☐ Yes ☐] No
* It is your responsibility to keep us updated with any changes to your telephone number, email & postal address. We may contact you with appointment details, test results or health campaigns or Patient Participation Group details If you do not consent to being contacted by SMS or Email, please tick here: SMS Email				
Other Details				
Previous GP Name				
Address				
Telephone Number				
Country of Birth				
School				
Ethnicity	☐ White (UK) ☐ White (Irish) ☐ White (Othe		ın 🔲 İndian	☐ Chinese
Religion	C of E Catholic	☐ Buddhist ☐ Hindu	☐ Sikh ☐ Jewish	☐ No religion ☐ Other:

Other Christian

Rented Home

Own Home

☐ Yes

Housing

Overseas Visitor

☐ Muslim

☐ Shared House

☐ Sheltered House

☐ Jehovah's Witness

☐ Asylum Seeker

☐ European Health Insurance Card Held (please bring details with you)

Refugee

Communication Needs						
Longuago	What is your main spoken language?					
Language	Do you need and interpreter?					
	Do you have any communication difficulties?					
Communication	If Yes please identify below					
	☐ Hearing aid ☐ Large print ☐ British Sign Language					
	□ Lip reading □ Braille □ Makaton Sign Language □ Guide dog □ Do you have a registered disability? □ Yes □ No					
Disability	☐ Sight ☐ Hearing ☐ Mobility ☐ Hidden:					
Carer Details						
Are you a carer±?	☐ Yes – Informal / Unpaid Carer ☐ Yes – Occupational / Paid Carer ☐ No					
-	Registration Form and see what support we can offer					
Do you have a carer?	Yes Are they registered at Undercliffe Surgery Yes No					
Full Name*	Contact Number*:					
Address*	Contact Humber :					
	they give their consent to have these details stored on your medical record					
	behalf of a child who is in Foster care/Residential care/Kinship care/ or who is not					
your child						
	pal responsibility for the child?					
You as the legal/gua	ardian/adoptive parent					
Name: Contact Number:						
	sponsibility (birth certificate/social care information):					
Evidence of parental res	sponsibility (bitti certificate/social care information).					
If you are the parent/gua	ardian/foster carer/kinship carer but cannot consent, please detail below who can					
Name:						
Contact number:						
Relationship to child:						
Looked after Children						
If a child, are they looke	ed after? Yes No					
If Yes, under what arrar						
☐ Section 20-Voluntary						
Subject to a Full Car	·					
Unaccompanied Asy						
Private arrangement/Private Fostering/Informal arrangement (please note you have a duty to notify social care of this arrangement)						
What is Private Fostering? A private fostering arrangement is one that is made without the involvement of the Local Authority to look after a						
	6 (or under 18 if disabled) by someone other than a parent or close relative, for 28 days or					
more and can include those living with extended family members. So, this could be a child living with people as stated below:						
Private Fostering includ	es a child living with: godparents, great-grandparents, great aunts or uncles, family friends,					
step parents where a couple isn't married or in a civil partnership, cousins, a host family which is caring for a child						
from overseas while they are in education here. Private Fostering does not include a child living with: Brothers. sisters, grandparents, aunts, uncles, step parents						
where a couple is married or in a civil partnership, mother, father, children and young people who are being looked-						

Name of School or Nursery:	☐ Home schooled
Does the child have a social worker? Yes No Name of social w	vorker:
Are there any other Agencies involved in their care?	
Contact Details:	
2. Medical History	
2. Medical History	
Medical History	
Has your child suffered from any of the following conditions?	
Asthma Depression Diabetes	☐ Epilepsy
Any other conditions, operations or hospital admission details:	
7 try other conditions, operations of floophar autimosion actains.	
If your child is currently under the care of a Hospital or Consultant outside	our area, please tell us here:
Family History	
Please record any significant family history of close relatives with medical	problems and confirm which relative e.g.
mother, father, brother, sister, grandparent	problems and commit which relative e.g.
Asthma	Depression
☐ COPD ☐ Heart Disease ☐ Diabetes ☐ Diabetes ☐ Copp ☐ Kithou Diabetes	I I I DVroid
Stroke Kidney Dise	ease
Epilepsy	Cancer
Other:	
- Carlott	
Allergies	
Please record any allergies or sensitivities below	
Current Medication	
Please include as much information as possible about your current medical	ation include a copy of previous repeat
medications if possible. A medication review appointment may be needed	ation include a copy of previous repeat
Additional Information	

3. Further Detail	s			
Electronic Prescrib	ing			
If you would like your prescriptions to be sent electronically, please provide details of the pharmacy you would like to use: Pharmacy:				
Parent or Guardian	Signature Signature			
Signature	I confirm that the information I have provided is true to the best of my knowledge			
Name				
Date				
Checklist Please ensure the following are done and provided so that your registration can be completed successfully Completed & Signed Above Form Completed & Signed GMS1 Form Proof of ID e.g. Birth Certificate/Red Book/Passport Completed & Signed Consent Form and Online Access Form				
Practice Use Only				
Date Form Submitted				
Date Registered on S				
ID presented	☐ Passport ☐ Birth Certificate ☐ Red Book ☐ Other			

Sharing Your Health Record

What is your health record?

Your health record contains all the clinical information about the care you receive. When clinicians are treating you it is better for them to have access to your full health record so they can identify the best way to help you. This information may include your medical history, medications and allergies.

Why is sharing important?

Health records about you can be held in various places, including your GP practice and any hospital where you have had treatment. Sharing your health record will ensure you receive the best possible care and treatment wherever you are and whenever you need it. Choosing not to share your health record could have an impact on the future care and treatment you receive. Below are some examples of how sharing your health record can benefit you:

Sharing your medical history
 Sharing your medication list
 Sharing your allergies
 This will ensure clinicians accurately assess you if needed
 This will ensure that you receive the most appropriate medication
 This will prevent you being given something to which you are allergic

Sharing your test results
 This will prevent further unnecessary tests being required

Is my health record secure?

Yes. There are safeguards in place to make sure only organisations you have authorised to view your records can do so. You can also request information regarding who has accessed your information from both within and outside of your surgery.

Can I decide who I share my health record with?

Yes. You decide who has access to your health record. For your health record to be shared between organisations that provide care to you, your consent must be gained.

Can I change my mind?

Yes. You can change your mind at any time about sharing your health record, please just let us know.

Can someone else consent on my behalf?

If you do not have capacity to consent and have a Lasting Power of Attorney, they may consent on your behalf. If you do not have a Lasting Power of Attorney, then a decision in best interests can be made by those caring for you.

What about parental responsibility?

If you have parental responsibility and your child is not able to make an informed decision for themselves, then you can make a decision about information sharing on behalf of your child. If your child is competent then this must be their decision.

How is my personal information protected?

Undercliffe Surgery will always protect your personal information. For further information about this, please see our Privacy Notice on our website or please speak to a member of our team

What is your Summary Care Record?

Your Summary Care Record contains basic information including your contact details, NHS number, medications and allergies. This is information which is helpful in emergencies and can be viewed by Hospitals and the Emergency Services. If you do not want a Summary Care Record, please ask your GP practice for the appropriate opt out form. With your consent, additional information can be added to create an Enhanced Summary Care Record. This could include your care plans which will help ensure that you receive the appropriate care in the future.

For further information about your health records, please see: www.nhs.uk/NHSEngland/thenhs/records
For further information about how the NHS uses your data for research & planning and to opt-out, please see: www.nhs.uk/your-nhs-data-matters

Sharing Your Health Record Consent Form

Your Health Record			
Sharing Out			
Do you consent to your GP Practice sharing your child's health record with other organisations who treat and care for you?			
☐ Yes (recomm	ended option)		
☐ No, never			
Sharing In Do you consent to yo for you?	our GP Practice viewing your child's health record from other organisations that treat and care		
☐ Yes (recomme	ended option)		
□No			
Your Summary Car			
Do you consent to yo	our child having an Enhanced Summary Care Record with Additional Information?		
☐ Yes (recomme	ended option)		
□No			
Parent or Guardian	Signature		
Signature			
Name			
Date			
Es a Bassadis a Usa a O			
For Practice Use O	Nouching with information in record		
(tick all that apply)	Proof of ID		
Identity verified by:			
Signature:			
Date:			
Consent Recorded b	y:		
Signature:			
Date:			
Date Consent Form	scanned into SystmOne:		

Access to GP Online Services

Important Information - Please read before completing form below

If you wish to, you can now use the internet (via computer or mobile app) to book appointments with a GP, request repeat prescriptions for any medications you take regularly and look at your medical record online. You can also still use the telephone or call in to the surgery for any of these services as well. It's your choice.

It will be your responsibility to keep your login details and password safe and secure. If you know or suspect that you record has been accessed by someone that you have not agreed should see it, then you should change your password immediately. If you are unable to do this for some reason, we recommend that you contact the practice so that they can remove online access until you are able to reset your password.

If you print out any information from your record, it is also your responsibility to keep this secure. If you are at all worried about keeping printed copies safe, we recommend that you do not make copies at all.

During the working day it is sometimes necessary for practice staff to input into your record, for example, to attach a document that has been received, or update your information. Therefore you will notice admin/reception staff names alongside some of your medical information – this is quite normal.

The definition of a full medical record is all the information that is held in a patient's record; this includes letters, documents, and any free text which has been added by practice staff, usually the GP. The coded record is all the information that is in the record in coded form, such as diagnoses, signs and symptoms (such as coughing, headache etc.) but excludes letters, documents and free text.

Before you apply for online access to your record, there are some other things to consider. Although the chances of any of these things happening are very small, you will be asked that you have read and understood the following before you are given login details.

Access to the child's online record by a parent/carer will be automatically removed when the child reaches their 12th birthday. Access by the parent/carer will only be reinstated once the child has given consent.

Forgotten history

There may be something you have forgotten about in your record that you might find upsetting.

Abnormal results or bad news

If your GP has given you access to test results or letters, you may see something that you find upsetting to you. This may occur before you have spoken to your doctor or while the surgery is closed and you cannot contact them.

Choosing to share your information with someone

It's up to you whether or not you share your information with others – perhaps family members or carers. It's your choice, but also your responsibility to keep the information safe and secure.

Coercion

If you think you may be pressured into revealing details from your patient record to someone else against your will, it is best that you do not register for access at this time.

Misunderstood information

Your medical record is designed to be used by clinical professionals to ensure that you receive the best possible care. Some of the information within your medical record may be highly technical, written by specialists and not easily understood. If you require further clarification, please contact the surgery for a clearer explanation.

Information about someone else

If you spot something in the record that is not about you or notice any other errors, please log out of the system immediately and contact the practice as soon as possible.

For further information, please see:

www.nhs.uk/NHSEngland/AboutNHSservices/doctors/Pages/gp-online-services.aspx

I wish to have online access for my child to: Please tick all that apply ☐ Book appointments ☐ Request medication ☐ View my medical record (subject to policy) ☐ View my Summary Care Record ☐ Complete online questionnaires I wish to access my child's medical record & understand & agree with each statement: Please tick all that apply ☐ I have read and understood the 'Important Information' section above ☐ I will be responsible for the security of the information that I see or download ☐ If I choose to share my information with anyone else, this is at my own risk ☐ I will contact the practice as soon as possible if I suspect that my account has been accessed by someone without my agreement ☐ If I see information in my record that it not about me, or is inaccurate I will log out immediately and contact the practice as soon as possible **Parent or Guardian Signature** Signature Name Date For Practice Use Only: Vouching with information in record Identity verification (tick all that apply) Proof of ID Identity verified by: Signature: Date: Access updated by: Signature: Date:

Access To GP Online Services Request Form

Date Request Form scanned into SystmOne:



Family doctor services registration GMS1

Patient's details	Please complete in BLOCK CAPITALS and tick as appropriate				
Mr Mrs Miss Ms	Surname				
Date of birth	First names				
NHS No.	Previous surname/s				
Male Female	Town and country of birth				
Home address					
Postcode	Telephone number				
	ous medical records by providing the following information Name of previous GP practice while at that address				
Your previous address in UK					
	Address of previous GP practice				
If you are from abroad Your first UK address where registered v	with a GP				
If previously resident in UK, date of leaving	Date you first came to live in UK				
<u> </u>	an Armed Forces GP But UK Armed Forces and/or been registered with a Ministry of Defence GP in the vist Veteran Family Member (Spouse, Civil Partner, Service Child)				
Address before enlisting:					
	Postcode				
Footnote: These questions are optional	Enlistment date: DD MM YY Discharge date: DD MM YY (if applicable) and your answers will not affect your entitlement to register or receive services o some NHS priority and service charities services.				
If you need your doctor to disp	pense medicines and appliances* *Not all doctors are				
☐ I live more than 1.6km in a stra	ight line from the nearest chemist authorised to				
☐ I would have serious difficulty i	n getting them from a chemist dispense medicines				
Signature of Patient	Signature on behalf of patient				
	Date/				
What is your ethnic group?					
Please tick one box that best describes your ethnic group or background from the options below: White: British Irish Traveller Traveller Gypsy/Romany Polish Any other white background (please write in):					
Mixed: White and Black Caribbean White and Black African White and Asian Any other Mixed background (please write in):					
Asian or Asian British: Indian Pakistani Bangladeshi Any other Asian background (please write in):					
Black or Black British: Caribbean African Somali Nigerian Any other Black background (please write in):					
Other ethnic group: Chinese Filipino Any other ethnic group (please write in):					
Not stated: Not Stated should be used where the PERSO	ON has been given the opportunity to state their ETHNIC CATEGORY but chose not to.				
NHS England use only Patient reg	istered for GMS Dispensing				

062021_006

Product Code: GMS1







Family doctor services registration

To be completed b	by the GP Pr	actice			
Practice Name				Practice	Code
	·		-114	- f + h + !	
I have accepted th	is patient for g	jeneral medical services on b	enair	of the practice	
	,				
I will dispense med	icines/appiianc	es to this patient subject to	NHS Er	ngiand approval.	
I declare to the best of m	y belief this info	rmation is correct		Practice Stam	р
A ./ /					
Authorised Signature					
Name Date		/	_/		
		e questions and the patient			ind your
	-	ent to register or receive ser		-	the dies 107
		<u>ON</u> for all patients who ar		•	
, ,	-	GP practice and receive free me ent' in the UK you may have to		•	
1	•	lawfully in the UK on a properl			
of countries outside the	European Econo	mic Area must also have the st	atus of	'indefinite leave to re	emain' in the UK.
· ·	-	suspected infectious diseases a			•
	-	ot ordinarily resident here are , exemptions and paying for NI			-
patient leaflet, available	•			ees can se roana m c	io visitor ana imgrant
1		ntitlement in order to receive f			•
1	-	Even if you have to pay for a se ent, regardless of advance pay		, you will always be p	provided with any
1	_	vill be used to assist in identify		ır chargeable status, a	and may be shared, including
	-	e.g. hospitals) and NHS Digital			ion, invoicing and cost
1		alf of the NHS to confirm any d	letails y	ou have provided.	
Please tick one of the fo	-	6 1006	6.1		
		pay for NHS treatment outside			
		otion from paying for NHS tro Imigration Health Charge ("the		·	
provide documents to su	-	-	Juicii	arge ,, when accomp	Samed by a valid visa. I can
c) I do not know my	chargeable stat	rus			
	_	this form is correct and comple	ete. I ur	nderstand that if it is	not correct, appropriate
action may be taken aga	-	, , , , , , , , , , , , , , , , , , ,			, , , , , , , , , , , , , , , , , , ,
A parent/guardian shou	ıld complete the	form on behalf of a child und	er 16.		
Signed:			Da	te:	DD MM YY
Print name:			Re	lationship to	
On behalf of:			_	tient:	
Commisso this so this	II I	- FU	14-41-	- 1117 to -to-do	
		n EU country, or have moved r state. Do not complete this			
		NCE CARD (EHIC), PROVISIO	NAL R	EPLACEMENT CERT	FICATE (PRC)
DETAILS and S1 FORM				If ves inlease enter	details from your EHIC or
Do you have a <u>non-UK</u>	EHIC or PRC?	YES: NO:		PRC below:	details from your Erric or
EUROPEAN HEALTH INSURANCE CARD	77%	Country Code: 💮			
2 Name	Sec. of	3: Name			
Editor Sens.	S Majorar administration manufacture	4: Given Names			
If Herifusion worker if the set	# Paging Series	5: Date of Birth	DD N	IM YYYY	
6: Personal Identifi					
country and do not hold a current EHIC (or Provisional Replacement of the institution					
Certificate (PRC))/S1, you for the cost of any treatr		8: Identification number			
outside of the GP practic		of the card			
at a hospital.	/ > =	9: Expiry Date	DD N	1M YYYY	DD 141/12004
PRC validity period	(a) From:	DD MM YYYY		(b) To	
		ou are retiring to the UK or you another FFA member state			

(1)

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 Business Service Authority for the purpose of recovering your NHS

costs from your home country.