



Kippax Hall Surgery
54 High Street
Kippax
LS25 7AB
0113 385 4558

NEW PATIENT REGISTRATION GUIDANCE

Thank you for your interest in registering with our Practice.

In order to register you will need to complete the enclosed forms in this pack:

- A family doctor services registration form (GMS1).
- A New Patient Questionnaire.

Please ensure you complete all the sections and sign and date both forms, otherwise we will not be able to register you.

To help us register you will also need to bring the following with you when you return your completed forms.

- One form of in date photographic evidence eg Drivers Licence, Passport, Student ID, work or travel cards.
- One form of evidence for confirmation of address (dated within the last 3 months) eg utility bill, bank statement, mobile phone statement or anything with your name and address on.

If you are currently on repeat medication, please bring a copy of your current medication (eg Part B of your prescription) or ask your previous practice for a list. Please also ensure that you have at least one month's supply of medication from your previous practice before registering with us.

Once we have received your registration you will be offered a new patient health check. You will also be allocated a named GP. Please contact us if you would like to know the name of the GP. This does not prevent you from seeing another GP in the Practice.

It is important that you inform us if your details change at any time whilst you are registered at the practice.

Thank you for registering and welcome to Kippax Hall Surgery

Privacy Notice/Fair Processing Notice: *The information on the forms will be processed according to data protection legislation on the legal basis of public task GDPR Article 6(1)(e) and special categories of personal data GDPR Article 9(2)(h). It may be disclosed to other NHS authorities for the direct provision of healthcare or for the purpose of healthcare commissioning and planning. Please see our website for full details on how your information is stored, protected and shared.*

On completing the form you will be asked to make a choice about your Summary Care Record, the sharing of your health records and online services. This page provides further information about what these are and in helping you make a decision.

Summary Care Record

A summary care record contains key information about the medicines you are taking, allergies you suffer from and any adverse reactions to medicines you have had in the past.

Information about your healthcare may not be routinely shared across different healthcare organisations and systems. You may need to be treated by health and care professionals who do not know your medical history. Essential details about your healthcare can be difficult to remember, particularly when you are unwell or have complex care needs.

Having a Summary Care Record can help by providing healthcare staff treating you with vital information from your health record. This will help the staff involved in your care make better and safer decisions about how best to treat you.

You have the choice of what information you would like to share and with whom. The information shared will solely be used for the benefit of your care. Please indicate your choice on the registration form.

Sharing of your health records

Electronic records are kept in all the places where you receive healthcare. NHS services can usually only share information from those records by letter, email, fax or phone. At times, this can slow down your treatment and mean information is hard to access.

This service uses a secure computer system that allows the sharing of full electronic records across different NHS services. This is **not** about your Summary Care Record, it is asking your sharing preferences regarding your full detailed electronic record.

We are telling you about this, as you have a choice to make. You can choose to share or not to share your full electronic record with other NHS services where you are treated and whether we can view records held by those other services.

If you choose to make your record shareable, your clinical details will only be viewable by clinical teams who are treating you. Each clinical team which cares for you now or in the future will ask your permission to view your shared record. You can also ask for part of your record to be made private – not shareable. All record accesses are recorded and auditable.

If you choose not to make your records shareable, we will respect your wishes and will do our best to make your care safe and efficient. However, denying the clinical teams caring for you the ability to access important clinical details could compromise your care. You can change your mind at any time. Please indicate your choice on the registration form.

Online services

You can now use the internet to book appointments with a GP, request repeat prescriptions for any medications you take regularly and look at your medical record online. It will be your responsibility to keep your login details and password safe and secure. If you know or suspect that your record has been accessed by someone that you have not agreed should see it, then you should change your password immediately. 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.

Please indicate your choice on the registration form.

Different rules apply for children 0 to 11 years and 11 to 16 years. Please ask a receptionist for further information.