



# **SOUTH GRANGE MEDICAL GROUP PRACTICE**

**SOUTH GRANGE MEDICAL CENTRE, TRUNK ROAD, ESTON, MIDDLESBROUGH, TS6 9QG**

**LAGAN SURGERY, 20 KIRKLEATHAM STREET, REDCAR, TS10 1TZ**

**WEBSITE: [www.southgrangemedical.co.uk](http://www.southgrangemedical.co.uk)**

## **New Patient Adult Registration Pack**

This pack contains everything you will need to register as a new patient with us.

Our practice leaflet is enclosed which tells you about the practice and the services we provide. Lots more information is available on our website [www.southgrangemedical.co.uk](http://www.southgrangemedical.co.uk)

**It is a patient's responsibility to fill out all these forms with the correct information to ensure their medical record contains the right information.**

# Welcome to South Grange Medical Group Practice

Please complete this short Health Questionnaire which will help us until your full medical records arrive. Please complete this accurately.

If you are taking any regular medication, please make an appointment to see a Healthcare Assistant within 2 weeks of registering. All patients are welcome to book a new patient medical should they wish to do so.

While you are registered with us, we ask that you:-

- Let us know of any change of name, address or telephone number.
- Arrive on time for your appointments or cancel them in good time.
- Keep telephone calls brief and avoid calling at peak times for non-urgent matters.
- Take responsibility for your own health and that of your dependants, taking our advice or telling us if you do not intend to do so.
- Do not make unreasonable demands.
- Attend any Chronic Disease Management clinics if advised.
- Avoid absolutely any verbal or physical abuse of our staff. If you wish to make a complaint or register a concern, our staff will advise you how to do so. Any form of abuse will result in the immediate removal from our Practice list.
- **If you persistently fail to attend appointments you will be removed from the Practice List.**

## Sleeping Tablet and Benzodiazepine Policy

If you currently have an addiction problem, there are Specialist Practices in our Area which are better equipped to help you.

Please be advised that **South Grange Medical Group Practice** do not routinely prescribe some drugs, even if you have been taking them for some time. We would of course do so if requested by a Specialist Consultant. These drugs include:

Diazepam, Temazepam, Chlordiazepoxide, Zopiclone, Methadone, Buprenorphine (Subtex or Temgesic).

We realise that some patients may struggle to stop or withdraw from their sleeping tablets and Benzodiazepines but as responsible prescribers, we do not feel it is safe to continue to issue the medications

If you are happy to accept these terms, please sign and date this letter along with completing the registration pack.

Signature..... Name..... Date.....

# New Patient Registration Form - Adult

Please complete all pages in full using block capitals

| 1. Background Details     |  |                |               |
|---------------------------|--|----------------|---------------|
| Contact Details           |  |                |               |
| Name                      |  | Gender         |               |
| Address                   |  | Date of Birth  |               |
|                           |  | Home Telephone |               |
|                           |  | Work Telephone |               |
| Mobile Telephone          | I consent to be contacted* by SMS on this number:    |                |               |
| Email                     | I consent to be contacted* by email at this address: |                |               |
| Next of Kin               | Name:  | Tel:           | Relationship: |
| Family Registered With Us |  |                |               |

\* 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  
If you do not consent to being contacted by SMS or Email, please tick here:  SMS  Email

| Other Details    |   |  |   |   |
|------------------|---|--|---|---|
| Country of Birth |   |  |   |   |
| Ethnicity        | <input type="checkbox"/> White (UK)<br><input type="checkbox"/> White (Irish)<br><input type="checkbox"/> White (Other) | <input type="checkbox"/> Black Caribbean<br><input type="checkbox"/> Black African<br><input type="checkbox"/> Black Other | <input type="checkbox"/> Bangladeshi<br><input type="checkbox"/> Indian<br><input type="checkbox"/> Pakistani     | <input type="checkbox"/> Arabic<br><input type="checkbox"/> Chinese<br><input type="checkbox"/> Other |
| Religion         | <input type="checkbox"/> C of E<br><input type="checkbox"/> Catholic<br><input type="checkbox"/> Other Christian        | <input type="checkbox"/> Buddhist<br><input type="checkbox"/> Hindu<br><input type="checkbox"/> Muslim                     | <input type="checkbox"/> Sikh<br><input type="checkbox"/> Jewish<br><input type="checkbox"/> Jehovah's<br>Witness | <input type="checkbox"/> No religion<br><input type="checkbox"/> Other:                               |
| Housing          | <input type="checkbox"/> Own Home<br><input type="checkbox"/> Sheltered<br>House  | <input type="checkbox"/> Residential<br>Home<br><input type="checkbox"/> Nursing Home                                      | <input type="checkbox"/> Housebound<br><input type="checkbox"/> Homeless  | <input type="checkbox"/> Refugee<br><input type="checkbox"/> Asylum Seeker                            |
| Employment       | <input type="checkbox"/> Employed<br><input type="checkbox"/> Student<br><input type="checkbox"/> International Student | <input type="checkbox"/> Self-employed<br><input type="checkbox"/> Unemployed  | <input type="checkbox"/> House husband<br><input type="checkbox"/> House wife                                     | <input type="checkbox"/> Carer<br><input type="checkbox"/> Retired                                    |
| Armed Forces     | <input type="checkbox"/> Military Veteran <input type="checkbox"/> Family member  |  |   |   |

| Communication Needs |  |
|---------------------|--|
| Language            | What is your main spoken language?<br>Do you need an interpreter? <input type="checkbox"/> Yes <input type="checkbox"/> No   |
| Communication       | Do you have any communication needs?<br><input type="checkbox"/> Yes <input type="checkbox"/> No (If <b>Yes</b> please specify)<br><input type="checkbox"/> Hearing aid <input type="checkbox"/> Large print <input type="checkbox"/> British Sign Language<br><input type="checkbox"/> Lip reading <input type="checkbox"/> Braille <input type="checkbox"/> Makaton Sign Language <input type="checkbox"/> Guide dog |

| Carer Details  |   |        |                    |
|--|---|--------|--------------------|
| Are <b>you</b> a carer?  | <input type="checkbox"/> Yes – Informal / Unpaid Carer <input type="checkbox"/> Yes – Occupational / Paid Carer <input type="checkbox"/> No |        |                    |
| Do you <b>have</b> a carer?  | <input type="checkbox"/> Yes <input type="checkbox"/> No  | Name*: | Tel: Relationship: |
| <b>If you are a Carer, please ask Reception for a Carer Form for us to capture more information.</b> |   |        |                    |

## 2. Medical History

### Medical History

Have you suffered from any of the following conditions?

- |                                   |  |   |  |
|-----------------------------------|--|---|--|
| <input type="checkbox"/> Asthma   | <input type="checkbox"/> Heart Disease       | <input type="checkbox"/> Diabetes       | <input type="checkbox"/> Depression          |
| <input type="checkbox"/> COPD     | <input type="checkbox"/> Heart Failure       | <input type="checkbox"/> Kidney Disease | <input type="checkbox"/> Underactive Thyroid |
| <input type="checkbox"/> Epilepsy | <input type="checkbox"/> High Blood Pressure | <input type="checkbox"/> Stroke         | <input type="checkbox"/> Cancer- Type:       |

Any other conditions, operations or hospital admission details:

If you are 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

- |  |  |  |  |
|--|--|--|--|
| <input type="checkbox"/> Asthma .....  | <input type="checkbox"/> Heart Disease.....  | <input type="checkbox"/> Diabetes.....       | <input type="checkbox"/> Depression..... |
| <input type="checkbox"/> COPD.....     | <input type="checkbox"/> Stroke.....         | <input type="checkbox"/> Kidney Disease..... | <input type="checkbox"/> Thyroid.....    |
| <input type="checkbox"/> Epilepsy..... | <input type="checkbox"/> Blood Pressure..... | <input type="checkbox"/> Liver Disease.....  | <input type="checkbox"/> Cancer.....     |

Other:

### Allergies

Please record any allergies or sensitivities below

### Current Medication

Please inform us of your current repeat medication list. A medication review appointment may be needed.

## 3. Your Lifestyle

**Alcohol:** Please answer the following questions which are validated as screening tools for alcohol use

| AUDIT-C QUESTIONS  | Scoring System |                   |                     |                    |                       | Your Score |
|--|----------------|-------------------|---------------------|--------------------|-----------------------|------------|
|  | 0              | 1                 | 2                   | 3                  | 4                     |            |
| How often do you have a drink containing alcohol?  | Never          | Monthly or Less   | 2-4 times per month | 2-3 times per week | 4+ times per week     |            |
| How many units of alcohol do you drink on a typical day when you are drinking?                                 | 1-2            | 3-4               | 5-6                 | 7-9                | 10+                   |            |
| How often have you had 6 or more units if female, or 8 or more if male, on a single occasion in the last year? | Never          | Less than monthly | Monthly             | Weekly             | Daily or almost daily |            |
| TOTAL:   |                |                   |                     |                    |                       |            |

A score of **less than 5** indicates *lower risk drinking*

**Scores of 5 or more requires the following 7 questions to be completed:**

| AUDIT QUESTIONS<br>(after completing 3 AUDIT-C questions above)  | Scoring System |                   |                           |        |                       | Your Score |
|--|----------------|-------------------|---------------------------|--------|-----------------------|------------|
|  | 0              | 1                 | 2                         | 3      | 4                     |            |
| How often during the last year have you found that you were not able to stop drinking once you had started?                            | Never          | Less than monthly | Monthly                   | Weekly | Daily or almost daily |            |
| How often during the last year have you failed to do what was normally expected from you because of your drinking?                     | Never          | Less than monthly | Monthly                   | Weekly | Daily or almost daily |            |
| How often during the last year have you needed an alcoholic drink in the morning to get yourself going after a heavy drinking session? | Never          | Less than monthly | Monthly                   | Weekly | Daily or almost daily |            |
| How often during the last year have you had a feeling of guilt or remorse after drinking?  | Never          | Less than monthly | Monthly                   | Weekly | Daily or almost daily |            |
| How often during the last year have you been unable to remember what happened the night before because you had been drinking?          | Never          | Less than monthly | Monthly                   | Weekly | Daily or almost daily |            |
| Have you or somebody else been injured as a result of your drinking?   | No             |                   | Yes, but not in last year |        | Yes, during last year |            |
| Has a relative or friend, doctor or other health worker been concerned about your drinking or suggested that you cut down?             | No             |                   | Yes, but not in last year |        | Yes, during last year |            |
| TOTAL:   |                |                   |                           |        |                       |            |

**One unit is:**



Half a pint of regular beer, lager or cider



A small glass of wine



A single measure of spirits



A small glass of sherry



A single measure of aperitifs

**Each of these is more than one unit:**



A pint of 3.5% beer, lager or cider



A pint of 5% beer, lager or cider



A 330ml bottle or can of 4.5% alcopop or lager



A 500ml can of 4% lager or strong beer



A 500ml can of 8% lager



A medium (175ml) glass of 11% wine



A bottle of 12% wine

| Smoking                                     |  |                                    |   |                                |                              |
|---|--|------------------------------------|---|--------------------------------|------------------------------|
| Do you smoke?                               | <input type="checkbox"/> Never smoked  | <input type="checkbox"/> Ex-smoker | <input type="checkbox"/> Yes  |                                |                              |
| Do you use an e-Cigarette?                  | <input type="checkbox"/> No            | <input type="checkbox"/> Ex-User   | <input type="checkbox"/> Yes  |                                |                              |
| How many cigarettes did/do you smoke a day? | <input type="checkbox"/> Less than one | <input type="checkbox"/> 1-9       | <input type="checkbox"/> 10-19  | <input type="checkbox"/> 20-39 | <input type="checkbox"/> 40+ |
| Would you like help to quit smoking?        | <input type="checkbox"/> Yes           | <input type="checkbox"/> No        | For further information, please see: <a href="http://www.nhs.uk/smokefree">www.nhs.uk/smokefree</a> |                                |                              |

| Height & Weight |  |        |  |
|-----------------|--|--------|--|
| Height          |  | Weight |  |

| Women Only                                      |  |
|---|--|
| Do you use any contraception?                   | <input type="checkbox"/> Yes <input type="checkbox"/> No If needed, please book appointment. |
| Are you currently pregnant or think you may be? | <input type="checkbox"/> Yes <input type="checkbox"/> No Expected due date:                  |

## 4. Further Details

### Electronic Prescribing

If you would like your prescriptions to go electronically, please provide details of the pharmacy you would like to use:

Pharmacy:

### Text Messaging Service

Do you wish to opt out of our free text messaging service?

- Confirms and reminds you about future appointments
- Reminds you to make an appointment for your annual review/ flu jab, etc.
- Some pathology results can be relayed this way if you wish

Please tick this box if you **do not** want to receive any text messages from the surgery

### Any other information which should be disclosed for your safety and ours?

This may include: *Do you have a DOLS order in place? Do you hold a Living Will? Are you on the Sex Offenders Register or Subject to MAPPA or SOPO? Do you not accept any blood products?*

Anything else to disclose?

Yes  No

### Signatures

Signature

I confirm that the information I have provided is true to the best of my knowledge.

Signed on behalf of patient

Name

Date

## 5. Sharing Your Health Record

### Your Health Record

Do you consent to your GP Practice sharing your health record with other organisations who care for you?

- Yes *(recommended option)*
- No, except in an emergency
- No, never *(not recommended, please discuss this with your GP before ticking this option)*

Do you consent to your GP Practice viewing your health record from other organisations that care for you?

Yes *(recommended option)*  No

### Your Summary Care Record (SCR)

Do you consent to having an Enhanced Summary Care Record with Additional Information?

Yes *(recommended option)*  No

### Signature

Signature

Signed on behalf of patient

Name

Date

# Sharing Your Health Record

## What is your health record?

Your health record contains all the clinical information about the care you receive. When you need medical assistance it is essential that clinicians can securely access your health record. This allows them to have the necessary information about your medical background to help them 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 contact details      This will ensure you receive any medical appointments without delay
- Sharing your medical history      This will ensure emergency services accurately assess you if needed
- Sharing your medication list      This will ensure that you receive the most appropriate medication
- Sharing your allergies              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 organizations' 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.

## What is your Summary Care Record?

Your Summary Care Record contains basic information including your contact details, NHS number, medications and allergies. This can be viewed by GP practices, 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.

## How is my personal information protected?

South Grange Medical Group Practice 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

For further information, please see: [www.nhs.uk/NHSEngland/thenhs/records](http://www.nhs.uk/NHSEngland/thenhs/records)

## 6. Online Access To Your Health Record

**I wish to have online access to:** *Please tick all that apply*

- View & book appointments
- View & request medication
- Access my coded medical record (*contains any medical codes that have been recorded*)
- Access my full medical record (*contains medical codes **and** any free text that has been recorded*)
- Access my Summary Care Record
- Complete online questionnaires

**I wish to access my medical record. I understand & agree with each statement:** *Please tick all that apply*

- I have read and understood the 'Important Information' section below
- 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 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

Please bring photographic proof of your identification in order for the process to be completed

### Signature

Signature

Name

Date

### FOR PRACTICE USE ONLY:

|   |   |      |  |
|---|---|------|--|
| Identity verified through<br>(tick all that apply)      | <input type="checkbox"/> Self-Vouching<br><input type="checkbox"/> Vouching with information in record<br><input type="checkbox"/> Photo ID<br><input type="checkbox"/> Professional Vouching |      |  |
| Name of Verifier  |   | Date |  |
| Name of person who authorised and<br>added to SystemOne |   | Date |  |



# 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 your 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.

### **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](http://www.nhs.uk/NHSEngland/AboutNHSservices/doctors/Pages/gp-online-services.aspx)