

Welcome to our Practice

Thank you for registering with us. Our aim is to provide services and facilities that will contribute towards a healthy future for you. As part of the registration process we ask you complete the enclosed pack – this will give us all of the information we need to ensure we have everything we need to provide you with the care you want and need.

Once you have completed all of the enclosed documents, please return this to the Practice along with a completed PRF-1 form.

Please complete all sections in **BLOCK CAPITALS**.

(Please be aware that this document is “double-sided”)

1.	Personal Details			
First Name		Sex	<input type="checkbox"/> Male	
Middle Name(s)			<input type="checkbox"/> Female	
Surname		Date of Birth		
Address				Postcode
Marital Status	Single <input type="checkbox"/>	Divorced <input type="checkbox"/>	Widow / Widower <input type="checkbox"/>	
	Married <input type="checkbox"/>	Cohabiting <input type="checkbox"/>	Common Law Partnership <input type="checkbox"/>	
If you are a Widow or Widower, do you wish to have more information on our Widows and Widowers community events?		Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Relationship Information				
Next of Kin	Full Name			
	Relationship to you			
	Telephone Number			
Immediate Family	Please list all family members with whom you live (spouse / partner / children / parents)			
	Full Name	Relationship	DOB	Patient of Practice?
				<input type="checkbox"/>
Please continue on a separate sheet of paper if necessary				

2. Communication Preferences

Guidance Note – SMS / Email Consent

The Three Chequers Medical Practice offers the complimentary service of providing SMS and email messages to all of our patients.

These messages might be relating to test results, appointment reminders or information about upcoming health campaigns and other information relating to your health or our services.

Although all text messages and emails are generated using a secure facility, they are transferred over a public network onto a personal telephone and, as a result of this, may not be secure.

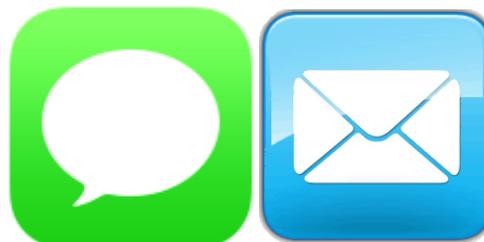
Messages sent via SMS or email will not contain “identifiable” information to ensure the preservation of your identity under the Data Protection Act 2018 (incorporating GDPR). As such, patients are encouraged **not to provide** consent for their number to be used for more than one record as this may lead to confusion regarding the identity of the intended recipient.

The Three Chequers Medical Practice **will never** share your personal information, including contact details, with a third party that is not involved with providing care to you.

It is important to note that patients who consent for SMS / email messaging can withdraw this consent at any time by informing a member of staff of their wish to do so.

Contact information given by a patient for their own records will **only** be used for information regarding them. The practice will never use these details to provide information about another family member.

These services are provided as a courtesy to our patients and as such, no guarantee can be made that reminders and messages about test results will be sent on all occasions; it remains the responsibility of the patient to attend, cancel or amend any appointment they have and to obtain the results of their tests.



Communication Type	Telephone Number	Main Number	Consent for SMS / Email
Mobile Telephone		<input type="checkbox"/>	<input type="checkbox"/>
Nursing Home Telephone		<input type="checkbox"/>	<input type="checkbox"/>
Email Address			<input type="checkbox"/>

Please select your **preferred** method to receive communications via: (only select **one** option)

Landline <input type="checkbox"/>	Mobile <input type="checkbox"/>	Email <input type="checkbox"/>
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To reduce the use of paper, the practice will only send letters to patients where an alternative method (email, call or text) would be unsuitable.

Communication via letter will always be sent to your registered address.

Declaration

The above contact information is mine, or I have consent from the individual whose details I have given	<input type="checkbox"/>
I accept that SMS / Email messaging is an additional service and may not be sent on all occasions	<input type="checkbox"/>
I acknowledge that responsibility for attending / cancelling my appointments rests solely with me	<input type="checkbox"/>
I take responsibility to ensure that my contact information is kept up to date with the Practice	<input type="checkbox"/>
Full Name	Date
Signature	Tick if you signed on patient's behalf <input type="checkbox"/>

3. Background Information				
Religion	C of E <input type="checkbox"/>	Buddhist <input type="checkbox"/>	Sikh <input type="checkbox"/>	Atheist <input type="checkbox"/>
	Catholic <input type="checkbox"/>	Muslim <input type="checkbox"/>	Jewish <input type="checkbox"/>	Hindu <input type="checkbox"/>
	Jehovah's Witness <input type="checkbox"/>	Other Christian <input type="checkbox"/>	Other (specify)	Prefer not to say <input type="checkbox"/>
Living Accommodation	House <input type="checkbox"/>	Bungalow <input type="checkbox"/>	Ground Floor Flat <input type="checkbox"/>	
	Mobile Home <input type="checkbox"/>	Bedsit <input type="checkbox"/>	Upper Floor Flat <input type="checkbox"/>	
	Lodging <input type="checkbox"/>	Temporary <input type="checkbox"/>	Residential Home <input type="checkbox"/>	
	Homeless <input type="checkbox"/>	Nursing Home <input type="checkbox"/>	Warden-attended <input type="checkbox"/>	
Are you able to walk independently?	Yes <input type="checkbox"/>	Walk without difficulty <input type="checkbox"/>	Walk with Mobility Aids <input type="checkbox"/>	
	Aid(s) used <input type="checkbox"/>	Walking Stick <input type="checkbox"/>	Zimmer Frame <input type="checkbox"/>	
		Crutches <input type="checkbox"/>	Walking Frame <input type="checkbox"/>	
	No <input type="checkbox"/>	Walk with assistance <input type="checkbox"/>	Confined to chair <input type="checkbox"/>	
Unable to walk at all <input type="checkbox"/>		Bed-ridden <input type="checkbox"/>		
Do you use a Wheelchair?	Yes <input type="checkbox"/>	If yes, what type of Wheelchair do you use?	Self-propelled Wheelchair <input type="checkbox"/>	
			Wheelchair pushed by another <input type="checkbox"/>	
	No <input type="checkbox"/>		Motorised Wheelchair <input type="checkbox"/>	
Employment	Employed <input type="checkbox"/>	Self-employed <input type="checkbox"/>	Student <input type="checkbox"/>	
	Unemployed <input type="checkbox"/>	Carer <input type="checkbox"/>	Retired <input type="checkbox"/>	
	Housewife <input type="checkbox"/>	Househusband <input type="checkbox"/>	Other <input type="checkbox"/>	
Occupation – if you selected “Employed” or “Self-employed”, please enter your occupation below				

4. Family History				
Family History – please record any significant family history of close relatives with medical problems and confirm which relative it refers to (Mother, Father, Sibling etc)				
Asthma <input type="checkbox"/>	Cancer (information below) <input type="checkbox"/>	COPD <input type="checkbox"/>		
Depression <input type="checkbox"/>	Diabetes <input type="checkbox"/>	Epilepsy <input type="checkbox"/>		
Heart Disease <input type="checkbox"/>	Heart Failure <input type="checkbox"/>	High-Blood Pressure <input type="checkbox"/>		
Kidney Disease <input type="checkbox"/>	Stroke <input type="checkbox"/>	Underactive Thyroid <input type="checkbox"/>		
Use this space to record which relatives any medical problem relates to and give further information:				

If you suffer from a Long-Term Medical Condition, then you will have to have an annual review of your medical conditions (with a Clinician from the Surgery), to check that you are receiving the correct treatment.

This includes patients who are also registered privately elsewhere.

Tick here to confirm your understand this

5. Lifestyle

Mental Health – in the past 2 weeks, how often have you been bothered by any of the following problems?

Question	Not at all (0)	Several Occasions (1)	More than half the time (2)	Nearly always (3)
Little pleasure or interest in doing things	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Feeling down, depressed or hopeless	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trouble falling or staying asleep, or sleeping too much	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Feeling tired or having little energy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Poor appetite or overeating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Feeling bad about yourself, that you are a failure or have let yourself or your family down	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trouble concentrating on things, such as reading the newspaper or watching TV	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Moving or speaking so slowly that other people have noticed or being fidgety and restless a lot more than usual	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thought about deliberately hurting yourself in some way	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Smoking

Do you Smoke?	Never <input type="checkbox"/>		Ex-Smoker <input type="checkbox"/>		Yes <input type="checkbox"/>
If you smoke or are an ex-smoker, how many do (did) you smoke per day	1 or less	2 to 9	10 to 19	20 to 39	40+
Do you Vape or e-Cigarette?	Never <input type="checkbox"/>		Ex-Smoker <input type="checkbox"/>		Yes <input type="checkbox"/>
Would you like help giving up smoking?	No <input type="checkbox"/>			Yes <input type="checkbox"/>	

Women's Health

Do you use any contraception?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If required, please book an appointment
Are you currently pregnant or think you may be?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	Due date:

6.	Further Details
Organ Donor Register	
<p>From Spring 2020, legislation changed so that everyone in England is automatically registered as an Organ Donor.</p> <p>Please be aware that the Practice can not register you decision to opt out of organ donation.</p> <p>If you wish to, you can “Opt-out” by going to: www.organdonation.nhs.uk</p>	

7.	Sharing Consent		
<p>The Practice takes its responsibility under the Data Protection Act 2018 very seriously and wants you to make informed decisions about how your details are shared.</p> <p>Please take a few moments to read the guidance “Sharing your Health Record” before continuing to provide consent.</p> <p>After you have read the guidance note (Appendix 1) and understood the information, you will be asked to provide consent for sharing your information</p>			
I have read and understood the guidance (following page) entitled “Sharing your Health Record” <input type="checkbox"/>			
<p>Do you consent to your GP Practice sharing your Health Record with other organisations who care for you?</p> <p>Yes (this is the recommended option) <input type="checkbox"/></p> <p>No (not recommended, please discuss this with a GP before deciding) <input type="checkbox"/></p>			
<p>Do you consent to your GP practice viewing your Health Record from other organisations that care for you?</p> <p>Yes (this is the recommended option) <input type="checkbox"/></p> <p>No (not recommended, please discuss this with a GP before deciding) <input type="checkbox"/></p>			
Full Name (print)			
Signature		Date	

8.	Accessing Online Services
<p>After you have read the guidance note (Appendix 2) and understood the information, you will be asked to provide consent before sharing your information.</p> <p>Before your request for online access can be processed, we will need to see photographic proof of your identity. In order to ensure that we can complete this request in a timely manner, please ensure that you have brought two forms of Identification (Photo & Address)</p>	

I wish to have online access to: (tick all that apply)	
View and book appointments	<input type="checkbox"/>
View and request medication	<input type="checkbox"/>
Access my Summary Care Record	<input type="checkbox"/>
Complete online questionnaires	<input type="checkbox"/>

I wish to access my medical record and understand and agree with the statements below: (tick)	
I have read and understood the “Important Information” on the previous page	<input type="checkbox"/>
I accept that I am responsible for all information I see or download	<input type="checkbox"/>
If I share my information with anyone else, I accept that it is done at my own risk	<input type="checkbox"/>
I will contact the practice immediately if I suspect that my account has been accessed by someone without my agreement	<input type="checkbox"/>

I will log out and contact the practice immediately if I see information in my record that is not about me or is inaccurate.

Full Name			
Signature		Date	

10. Patient Declaration – A person working within the care or nursing facility must complete this section if the patient is unable to

I have completed this form to the best of my knowledge

First Name			
Surname			
Signature			
Date			

For Practice use only:

Staff member adding information		Date	
Sent for Scanning	<input type="checkbox"/> (name)		

Appendix 1

Guidance Note – Sharing your Health Record

The Three Chequers Medical Practice takes its responsibility under the Data Protection Act 2018 (incorporating GDPR) very seriously. Please read this information very carefully to understand why, how and when the Practice might wish to share your information with selected other organisations and why we ask for your consent to other organisations sharing your health record with us.



What is your health record?

Your health record contains all of the information about the care you receive. When you need medical assistance, it is essential to that the Clinician(s) involved in your care can securely access your health record, in order to provide treatment that is tailored to you, based on your medical background. This may include your medical history, medication and allergies.

Why is sharing important?

By sharing your health record, you receive the best possible care and treatment – wherever and whenever you need it. Choosing not to share your health record could have implications on the quality of care and treatment you receive in the future.

Some examples of how you can benefit from the sharing of your record are:

- Sharing your contact details ensures you received medical appointments without delay
- Sharing your medical history ensures emergency services accurately assess you if needed
- Sharing your medication list will ensure that you receive the most appropriate medication
- Sharing your allergies prevents you from being given something to which you are allergic
- Sharing your test results will prevent you from having to repeat tests more than required

Furthermore, it is important that we can see information that other organisations have added to your health record to ensure that you are receiving the best treatment possible.

Is my health record secure?

Yes. There are numerous safeguards in place to make sure that only organisation authorised to view your record can do so. You can request information regarding who has accessed your information at any time.

Can I decide who I share my health record with?

Yes, we will always ask for consent to share your health record unless it is an emergency – if you are unconscious for example.

Can I change my mind?

Yes – at any time, just let us know.

Can someone consent on my behalf?

If you do not have capacity to consent, then a Lasting Power of Attorney (LPA) may be able to consent on your behalf. If you do not have an LPA, then a “best interest” decision can be made on your behalf 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, then you can make a decision about information sharing on behalf of your child. If your child is deemed “competent” (to make an informed decision) then the decision is theirs.

What is a Summary Care Record?

A Summary Care Record (SCR) contains basic information about you (contact details, NHS number, medications and allergies etc). GP Practices, Hospitals and emergency services can view this. If you do not want an SCR, then ask the Practice for an “opt-out” form. You can provide consent for an “enhanced” SCR which will include information such as care plans, which will help ensure that you receive the care you require in the future. Further information can be found at:

<https://digital.nhs.uk/services/summary-care-records-scr/summary-care-records-scr-information-for-patients>

Appendix 2

Important Information

Please read before completing the form



Patients who wish to, can use the internet to book

appointments with a GP, request repeat prescriptions for any medications taken regularly and look at their medical record online. This is in addition to contact through traditional means for all of these services.

It is a patient's responsibility to keep their login details secure. If you suspect that your record has been accessed by someone who does not have permission to do so, then you should change your password immediately. If you are unable to do this, we recommend that you contact the practice so that online access can be revoked until the issue is resolved.

Any information printed from a patient's record, by a patient or their representative, is the responsibility of the patient (or representative) to keep secure. If you are worried about securely storing copies, we recommend that you do not make copies.

In the process of carrying out their normal duties, Practice staff have to input data to your record; this could be attaching a document received or something similar – you may notice administrator or reception staff names alongside some medical information – this is normal and not a cause for concern.

The definition of "Full Medical Record" is all of the information that is held in a patient's record, including; letters documents and free text added by staff, usually the GP. The coded record is all the information that is in coded form, like diagnosis, signs and symptoms – but excludes letters, documents and text. **You must request this separately once your registration is complete.**

Before applying for online access to your record, there are some things to consider. Although the chances of these circumstances are low, you will be asked to confirm that you have understood the following:

Forgotten History

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

Abnormal results or bad news

If you have access to test results or letters, you may see something that you find upsetting to you. This may occur before you have had a chance to speak to a Doctor or while the surgery is closed and unavailable for contacting

Choosing to share your information with someone

This is your choice to make, and may be very helpful for you – however, it is your responsibility to ensure that your information remains secure.

Coercion

If you think that you may be pressured into revealing details of your record to someone against your will, it is best that you do not register for online access.

Misunderstood Information

Your medical record is designed to be interpreted by clinical professionals to ensure you receive the best possible care; therefore some of the information within your medical record may be highly technical, written by specialists and not easily understood. Please contact the Surgery for clarification and explanation of your records.

Information about someone else

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

More information can be found at: www.nhs.uk/nhsengland/aboutnhsservices/doctors/pages/gp-online-services.aspx

Record Amendments

You may disagree with information written in your record, but the information could still be factually correct. Whilst you can still ask this organisation amend an entry that you feel is inaccurate, an organisation should not change it if the healthcare professional believes it is factually correct. To request an amendment, contact the practice who will be able to provide the relevant forms.

Accelerated Access

Patients will be granted access to their online record from their registration date. To access your online record you can sign up for the NHS app or request a SystemOnline login from the practice.

More information can be found at: www.nhs.uk/nhsengland/aboutnhsservices/doctors/pages/gp-online-services.aspx

Registration Checklist

Please ensure you have completed and returned the following sections of the New Patient Registration Pack

Section Number & Title	Patient use Tick to confirm completion	Practice use Tick to confirm receipt and preferences
1. Personal Details		
2. Communication Preferences		Verification message sent? <input type="checkbox"/>
3. Background Information		Coded? <input type="checkbox"/>
4. Family History		Family History information coded? <input type="checkbox"/>
5. Your Lifestyle		Smoker / Coded <input type="checkbox"/>
6. Further Details		<input type="checkbox"/>
7. Sharing Consent		Consent to share (out) <input type="checkbox"/>
8. Accessing Online Services		Consent for organisations to share with us (in) <input type="checkbox"/>
9. Patient Declaration		Enhanced SCR with additional info? <input type="checkbox"/>