

**Thank you for choosing to register with Church Lane Surgery.**

Here you will find a Primary Care Team involving Doctors, Practice Nurses, District Nurses and Health Visitors. Please read this introduction carefully and return all completed forms as soon as possible.

## **REGISTRATION FORM**

Please fill out the purple NHS registration form (**GMS1**) with all your details including a contact telephone number so we can register you on our computer system. It would be appreciated if you could allow us 24 hours to process your registration. Your NHS number can be obtained from your previous doctors or can be found on any correspondence you have had from the Hospital.

The registration form is available from reception at the practice or you can [download it here](#) . When you come in to collect the registration form the receptionist will also give you a welcome pack which will include; our practice information booklet, an electronic patient record and information sharing form, a summary care record form and a new patient medical questionnaire form along with a specimen bottle.

It is a requirement that all new patients bring a proof of identity along with their completed registration form. Acceptable identification are; Driving Licence, Passport or Birth Certificate.

## **NEW PATIENT MEDICAL HEALTH CHECK**

All new patients are asked to make an appointment with the Practice Nurse to carry out a basic health check. This will take approximately 20 minutes. Please bring to this appointment your completed medical questionnaire and a sample of your urine (in the specimen bottle provided). At this appointment your height, weight, blood pressure etc will be checked.

This basic medical information is important to your new doctor as until we receive your medical records from your previous surgery we know nothing about you; so it is essential to have your help with this information to ensure best possible care.

The new patient check is available for all patients five years of age and over. Children under five will be welcomed at our regular children's clinic - please complete the additional form for under five's.

## **YOUR FIRST APPOINTMENT WITH THE DOCTOR**

If you have **on-going medical problems** which will need to be discussed with your new doctor, please ask the receptionist to book you a double appointment for the first time that you see the doctor.

**This is very important for both you and your doctor.**

## **REPEAT MEDICATIONS**

If you are on medications from your previous doctor please make an appointment to see a doctor here **at least two weeks** before your present supply runs out.

## **ONLINE SERVICES**

You can order your repeat prescription(s), book your routine 10 minute GP appointment, change your address, complete questionnaires online, view your summary care record and access your detailed coded data within your medical record. If you would like to use this service, please complete and return to reception the relevant online booking consent form which is available from reception or through the ['Online Services Available'](#) section on the website.

Please bring with you photo proof of identity (e.g. Passport or Driving Licence) and proof of residency. When the form has been processed you will receive a user name and password so that you can book your appointment or request your repeat prescription by computer or through your smart phone app (iPhone only).

You will be prompted to change your password to a more memorable one when you first log on to the website and we would strongly advise you do so. Please do not disclose your password to anyone.

On how to use the online services and what levels of access are available to you, please [click](#)

[here](#)

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for further information.