



HIGH FIELD SURGERY

WE WELCOME NEW PATIENTS



TEL: 0113 295 3600

www.highfieldsurgery.com

HOLDALE APPROACH • LEEDS • LS16 7RX



SURGERY TIMES

OPENING HOURS

Monday to Friday 8.00am to 6.00pm

On a weekday evening we operate an extended access service with a group of local practices. Appointments may be available to book with clinicians such as Pharmacists and Physiotherapists. These appointments are often telephone appointments.

Weekends and Bank Holidays

We work with other GP practices in the community to provide weekend and Bank Holiday access to a range of services including GPs, Nurses, Health Care Assistants, Physiotherapists and Pharmacists.

These appointments will take place at nearby Ireland Wood Surgery, Iveson Approach, Leeds, LS16 6FR. The clinicians may not necessarily be your usual High Field staff but they will have full access to your medical record.

To book appointments at the Extended Access service please telephone the practice in the usual way. Please check our [website](#) for opening hours.

ABOUT US



High Field Surgery is situated in purpose built premises adjacent to the Holt Park District Centre and serves patients in the Adel, Cookridge, Holt Park, Tinsill, Horsforth, Bramhope and Ireland Wood districts of Leeds. We have ample local car parking facilities and good transport links.



@HighFieldGPs



@highfieldsurgery



@highfieldsurgery



Highfieldsurgery



OUR STAFF

THE DOCTORS

Dr Suchith Adikaram

Partner

Qualifications - MB BS (London), BSc (Hons), MRCP

First registered in 2001 and joined the practice in 2013 (Male)

Dr Victoria Woodward

Partner

Qualification MBChB (Leeds 2008), RCGP

First registered in 2009 and joined the practice in 2017 (Female)

Dr Amjid Aslam

Partner

Qualifications, MBChB (Leeds 2007)

First registered 2007, Joined the practice in 2021 (Male)

Dr Helen Poulter

Partner

Qualifications MBChB (Birmingham 2014), MRCP

First registered 2014, Joined the practice in 2020 (Female)

Dr Sarah Hilton

General Practitioner

Qualifications MBChB (Leeds 2009)

First registered 2009, Joined the practice in 2021 (Female)

Dr Dawn Smith

General Practitioner

Qualifications MBChB, nMRCGP, DPD

First registered 2001, Joined the practice 2023 (Female)

GP REGISTRARS

As a training practice the surgery will offer appointments with our GP registrar. Our GP registrars will work at the surgery for a period of 6 months or 12 months.

A GP Registrar or GP trainee is a qualified doctor who is training to become a GP through a period of working and training in a practice. They will usually have spent at least two years working in a hospital before you see them in a practice and are closely supervised by one of our senior GP's.

THE NURSES

We have a team of nurses who are available by appointment for:

- Immunisation - child, adult and travel.
- Health promotion and healthy lifestyle advice.
- Asthma advice.
- Diabetic advice.
- Wound care.
- Checks for people with high blood pressure every six months.
- Coronary heart disease monitoring.
- Family planning advice.
- Cervical smears.

HEALTH CARE ASSISTANTS

We have a team of Health Care Assistants who are available by appointment for:

- Blood sample taking (phlebotomy).
- Routine health checks and smoking cessation advice.
- Blood pressure check (including 24 hour monitoring).
- Spirometry.
- Influenza vaccination.
- Electrocardiography (ECG) checks.
- Diabetic foot checks underneath ECG checks.

OTHER STAFF

Blood samples may also be taken by practice phlebotomists.

We also have Social Prescribers, Care Co-ordinators, First Contact Physiotherapists, Pharmacists, Health Visitors, District Nurses, Dieticians, Health and Wellbeing Coaches and Podiatrists attached to the practice.

ADMINISTRATION STAFF

Mike Holmes is our Practice Manager and Kayleigh Burton is our Assistant Manager. They are both involved with the administration of the practice and are available to answer any questions you may have about the practice and the services that we provide. We also have a full back up staff including a team of medical secretaries and notes summariser.

Receptionists

Our receptionists are here to help you and will deal with requests for appointments, visits and repeat prescriptions. However, we do ask you to accept that they sometimes have the difficult job of trying to keep both the doctors and the patients happy. All problems are dealt with in confidence.

HOW TO CONTACT THE PRACTICE

Appointments

For your convenience the practice offers a range of pre-booked and book on the day appointments. These may be made online, by telephone or in person. Please make one appointment for each member of the family who needs to be seen. We try to keep to time but please be patient if someone before you takes longer than planned.

Appointments are normally ten minute slots and so if you have a complicated problem, or more than one problem, please ask for a longer appointment. It is practice policy to allow patients to choose whichever doctor they wish to see in the practice.

If you are not able to attend your appointment please let us know so that the time can be used for someone else.

Telephone Access

If appropriate appointments with doctors can take place over the telephone or via video link. You should discuss your preference with the receptionist at the time of booking the appointment.

Choose Well

Please use the most appropriate service for your symptoms:

Self-care
Taking care of yourself.

- Coughs
- Sore throats
- Grazed knees
- Runny nose
- Other minor issues

Local NHS Services
Including:

- GPs
- Health visitors
- Pharmacies
- Midwives
- Opticians
- Minor injuries unit
- Dentists

GPs or Out of Hours Services

- Persistent vomiting
- Ear pain
- Painful cough
- Symptoms that won't go away

Pharmacies

- Diarrhoea
- Upset stomach
- Headache

Minor Injuries Unit

- Cuts
- Bites
- Sprains
- Minor illness or injury

A&E
For serious illness or injury.
Call 999 for life-threatening conditions that need immediate medical attention.

- Choking
- Major blood loss
- Severe chest pain
- Serious injury
- Blacking out
- Suspected stroke

Visits

Visits are for patients who are not fit enough to attend surgery and are usually reserved for patients who are housebound. We encourage you to attend the surgery if possible as we have more facilities at the surgery and it is easier to examine and treat you there. Please telephone before 10.00am if possible if you require a home visit.

Online Access

Our website at www.highfieldsurgery.com provides lots of useful information about the practice plus access to our online booking and prescription ordering services which are available 24 hours a day.

The online service is highly recommended and enables you to interact with the surgery 24 hours a day including:

- Book and Cancel Appointments.
- Order Repeat Prescriptions.
- View your medical record.

Registration is simple, please contact reception to be issued with a password.

e-Consultations

You can use eConsultation to help you get things done without having to come in to the surgery. This could be to get advice from a GP, complete administration tasks or arrange to see other professionals or services without always having to see the GP first. Think of it as an email but the topic of the email and the information you provide is guided by filling in one of the online forms. All forms should be dealt within two working days of sending.

NHS App

Owned and run by the NHS, the NHS App is a simple and secure way to access a range of NHS services on your smartphone or tablet. The NHS App is available to download via the App Store or via Google Play.



The NHS App allows access to all the surgeries online services and registration is normally completed without having to contact the surgery.

Text Messaging

Our free text message service continues to prove very popular with patients. It has quickly become the preferred method of communication for many patients who receive appointment confirmations and reminders, especially when its difficult to make contact by telephone. The service is never used for medical emergencies. To utilise this service simply let us have your mobile phone number and we will record your consent.

Automated Check In Screen

When you arrive at the surgery for your appointment you can use the automated check in screen in reception to tell us you have arrived. This facility is to avoid you needing to queue at the reception desk, if you require any help using the screen please ask reception.

Test Results

May be obtained by telephoning 0113 295 3600 after 11.00am.

Out of Hours Service

An Out Of Hours Service operates between 6.00 pm and 8.00 am Monday to Friday, Weekends and Bank Holidays. Please ring the surgery on 0113 295 3600 if you are unsure if we are closed.

The NHS 111 service is there for when you need medical help fast but it's not a 999 emergency and it will not wait until the surgery is open. If you ring the practice when it is closed you will hear an answer phone message advising you to ring 111 in order to access the GP out of hours service. Ringing 111 is a free call.

Please refer to Page 2 for surgery opening hours and details of our weekend and Bank Holiday service.

Named Accountable GP

Every patient at the practice is allocated a named, accountable GP. This ensures you have a 'usual' GP as a point of contact and to assist with continuity of care. You should always try and see your usual GP, especially for ongoing problems, however we understand this is not always possible which is why there are no restrictions on seeing other doctors. It is possible to change your named GP at any time, please contact reception who will be happy to help.

When to use 111

Call 111 if:

- You need medical help fast but it's not a 999 emergency.
- You think you need to go to A&E or need another NHS urgent care service.
- You don't know who to call or you don't have a GP to call.
- You need health information or reassurance about what to do next.

For less urgent health needs, contact your GP or local pharmacist in the usual way.

For immediate, life-threatening emergencies, call 999.

REGISTERING WITH THE PRACTICE

HOW TO REGISTER

Practice Area

You can register with the practice if you live inside our inner practice area which consists of:

- All of the LS16 postcode and the LS18 postcode above the A6120 Ring Road.

You can register with the practice in the following ways:

- Call in at the practice in person with your NHS card and complete an application form at reception.
- Print the registration forms off our website and complete them prior to bringing them into the practice.
- Register online via the NHS Find a GP service, the link is on our website under "New Patients".

New patients will normally be offered a preliminary health check.

Updating Your Details

Please let us know if you move or change telephone number so we can update your records. You can change your details online if you wish.



PRACTICE PROTOCOL

Behaviour

The practice operates a zero tolerance policy against violent, aggressive and abusive behaviour to staff or other persons present on the practice premises or in any place where treatment is provided. This may result in removal from our patient list and we shall not hesitate to call the police if necessary.

Attending Appointments

As a patient you have a responsibility to attend booked appointments, or cancel them in good time to allow another patient to use the slot. Non-attendance of appointments is a major issue across the NHS wasting time and resources. At High Field we will proactively manage frequent non-attenders and this could ultimately result in removal from our patient list.

Complaints

If you have a complaint about the practice please feel free to talk to one of the Doctors or our Practice Manager. You can do this in person, or by phoning the practice or by writing to us at the above address.

Patient Reference Group

Our Patient Reference Group is a group of patients who are representative of the practice population at large who meet regularly to help us discuss issues from a patient perspective. Please contact the Practice Manager if you are keen to get involved.



Confidentiality

As health professionals, we maintain records about you in order to support your care. By registering with the practice, your existing records will be transferred to us from your previous practice so that we can keep them up to date while you are our patient. If you do not have a previous medical record (a new-born child or coming from overseas, for example), we will create a medical record for you.

We take great care to ensure that your information is kept securely, that it is up to date, accurate and used appropriately. All of our staff are trained to understand their legal and professional obligations to protect your information and will only look at your information if they need to.

All patients' records on file or computer are completely confidential. The practice complies with the Access to Medical Records Act, GDPR and the Freedom of Information Act. Access to patient records is limited to health professionals and administration staff who are bound by a code of confidentiality.

In order to maintain confidentiality, test results will only be given to the patients themselves or parents of minors.

PRESCRIPTIONS

Electronic Prescription Service

This service lets your GP practice send your prescription electronically to where you choose to get your medication or appliance - without the need for paper in many cases.

You will not need to visit the practice to collect your paper prescription, instead your GP will send it electronically to the place you choose, saving you time. Ask at reception, or at your pharmacy, to use this service.

Repeat Prescriptions

Repeat prescriptions can be requested once you are on regular treatment. Please allow 48 hours for your prescription to be sent electronically to your nominated pharmacy. A prescription can be ordered in the following ways:

- By registering for SystmOnline and using the repeat prescription ordering service.
- By Post
- In person at the surgery
- By the NHS App



OUR SERVICES

WOMEN'S HEALTH

Cervical Smears

Cervical Smears are usually performed by a practice nurse. For women with previous normal smear results: aged between 25 and 50, a smear is recommended every 3 years; for those aged between 50 and 65, it is recommended every five years.

Family Planning Advice

We offer a full confidential service during normal surgery hours for patients including young people. This includes IUCD (coil) fitting and contraceptive implant insertions.

Please tell the receptionist that you need an emergency appointment if you need the morning after pill.

Are you planning To Get Pregnant?

If you are planning to get pregnant it is worth seeing your doctor to discuss pre-pregnancy and pregnancy healthcare. This is especially important if you have any medical conditions such as epilepsy or diabetes or you or your partner have any hereditary conditions.

If You Think You Are Pregnant

The first step is to confirm that you are pregnant and this can be done by purchasing a home pregnancy kit from your local chemist. You should then book an appointment to see the midwife at the practice.



CHILD HEALTH

Child Health Checks

Appointments are sent out automatically for routine child health checks. The first of these is at eight weeks with your GP at the surgery. There are other reviews at nine months and then again at two years with the Health Visitor. You can see the Health Visitors at the clinic in the Holt Park Health Centre. The surgery offers postpartum health checks for new mums which will be booked in with the GP who is performing the eight week baby check.

Child Immunisations

Child immunisations are performed by the Practice Nurses at the surgery. Please feel free to ask your health visitor, practice nurse or doctor about these important immunisations.

OTHER SERVICES THAT THE SURGERY PROVIDES

Asthma

If you suffer from asthma we will routinely recall you for review to monitor your condition and check that your medication is helping you.

Diabetes

If you have diabetes we arrange for you to be reviewed regularly; usually at the surgery although sometimes you may be seen at the hospital.

Minor Surgery

We are able to perform a wide variety of minor operations within the practice. Please contact your doctor who will assess you and if appropriate, arrange for you to be seen in the minor surgery clinics at the practice.

Influenza Vaccination

We vaccinate thousands of patients against flu every year. The vaccines are usually available from mid-September to December. They are available free for everyone in the eligible cohorts. Please see our website for more details.

Smoking Services

If you need help with stopping smoking you can self-refer to One You Leeds, this can be done via www.oneyouleeds.co.uk or via phoning 08001694219

Non NHS Services

There are some services we provide which are not covered by the NHS for which we may charge a fee, eg insurance medicals and certificates. The fees are available on our website.

USEFUL CONTACTS

Cohen's Chemist High Field (Holtdale Approach)	0113 2673694
Ireland Wood Pharmacy	0113 2857005
Boots Chemist, Leeds City Station	0113 2421713
Leeds Teaching Hospital Patient Liaison	0113 2066261
NHS West Yorkshire ICB - Leeds office	0113 221 7777
NHS 111	111
Social Care Out of Hours Emergencies	0113 240 9536

WEB LINKS

NHS Website: www.nhs.uk
Directory of Domestic & Personal Care Services in Leeds: www.leedsdirectory.org
Medical Information & Health Advice: www.patient.co.uk
Leeds Health & Care Partnership: www.healthandcareleeds.org

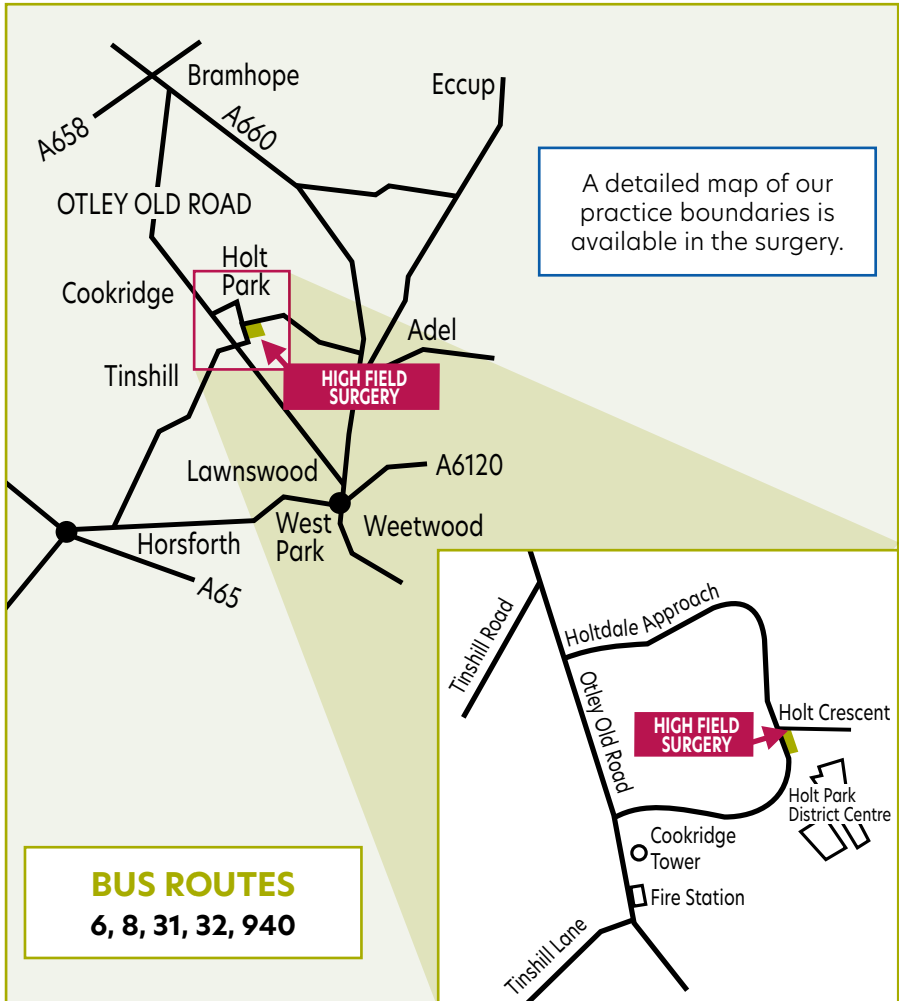


Loop System

THE SURGERY HAS FACILITIES FOR THE DISABLED
Assisted Entrance Doors - Emergency Call in Disabled Toilet

PRACTICE AREA

This covers Leeds 16 and 18 (north of the ring road) postcodes.



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