

Audlem Medical Practice - Additional Registration Information

As it can take up to 3 months for your medical records to arrive with us from your last doctor, we ask that you complete the following additional information for our records.

<u>Personal Details</u>	
Full Name:	
Date of Birth:	
Home phone number:	
Mobile phone number:	
e-mail address:	
Ethnicity (E.g White British etc) :	
What is your first language:	
Do you need an interpreter? (please circle)	Yes/ No
Do you have any special communication needs? (please circle)	Yes/ No If yes please outline how we can best help you with this: _____
Preferred Method of communication for review notices? (please circle)	Letter to home address / land line / mobile phone

<u>Medical Information</u>	
Any drug or other allergies:	
Smoking status: (Please circle) (If you need help or advice about stopping smoking please book an appointment with one of our Doctors)	Never smoked/ Ex-smoker/ Current smoker If a current smoker please state how many cigarettes are smoked per day :
How many units of alcohol do you drink per week?	<input type="text"/> Units per week (Please complete Questionnaire attached)
Are you a Carer? (please circle)	Yes/ No If yes please tell us who for: _____
It may take some time for your record to arrive, please let us know if there is anything important that you feel we should know	

<u>Practice information</u>	
Medication process:	<p>If you are on any regular medication please attach the repeat prescription list from your previous GP practice. One of our doctors will review the list and either request you make an appointment to discuss your ongoing treatment or add them to your records so you can order them from us when you need them. Please speak to our receptionists about how to order your repeat prescriptions. If you would like to order your repeat prescriptions or book a Doctor's appointments online please bring photo ID and a utility bill to our reception and we will issue you with your login details. The system we use is called EMIS access and can be viewed and accessed by visiting our website www.audlemmedicalpractice.nhs.uk</p> <p>We operate the electronic prescribing system, where your prescriptions are electronically sent to Boots Pharmacy in Audlem. If you wish your prescriptions to be sent to a different pharmacy or to be kept at the surgery for collection please state the pharmacy here: _____</p>
Chronic Disease review process:	We ask all of our patients with chronic conditions to make an appointment for annual review with our Practice Nurses.
Data Sharing information:	<p>For data sharing information please see the website 'Your NHS Data Matters' www.nhs.uk/your-nhs-data-matters if you wish to opt out of data sharing please visit this site: https://digital.nhs.uk/services/national-data-opt-out-programme</p> <p>If you require further information on data sharing and don't have access to these sites please call 0300 305 5678, the Practice also has non-digital forms for you to complete if you wish to opt out of sharing.</p>
Privacy notice:	Our Privacy notice is available on our website
Practice website Care community website	www.audlemmedicalpractice.nhs.uk Home - Nantwich and Rural Care Community

This is one unit of alcohol...



Half pint of regular beer, lager or cider



1 small glass of wine



1 single measure of spirits



1 small glass of sherry



1 single measure of aperitifs

...and each of these is more than one unit



Pint of Regular Beer/Lager/Cider



Pint of Premium Beer/Lager/Cider



Alcopop or can/bottle of Regular Lager



Can of Premium Lager or Strong Beer



Can of Super Strength Lager



Glass of Wine (175ml)



Bottle of Wine

Please could you complete the questions below:

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	

Scoring:



(IAF – form 3) Audlem Medical Practice

GP Patient Online Access: Registration form

(Please bring photo ID and proof of address eg: a utility bill)

Surname			
First name			
Date of birth			
Address			
Postcode			
Email address			
Telephone number		Mobile number	

I wish to have access to the following online services (tick all that apply):

Booking appointments	<input type="checkbox"/>
Requesting repeat prescriptions	<input type="checkbox"/>
Accessing my medical record	<input type="checkbox"/>

Application for online access to my medical record

I wish to access my medical record online and understand and agree with each Statement (please tick)

1. I have read and understood the information leaflet provided with this form	<input type="checkbox"/>
2. I will be responsible for the security of the information that I see or download	<input type="checkbox"/>
3. If I choose to share my information with anyone else, this is at my own risk	<input type="checkbox"/>
4. I will contact the practice as soon as possible if I suspect that my account has been accessed by someone without my agreement	<input type="checkbox"/>
5. If I see information in my record that is not about me, or is inaccurate I will log out immediately and contact the practice as soon as possible	<input type="checkbox"/>

Patients Signature		Date	
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FOR PRACTICE USE ONLY

Identity verified through (tick all that apply)	Vouching <input type="checkbox"/>	Name of verifier	Date
	Vouching with information in record <input type="checkbox"/>		
	Photo ID <input type="checkbox"/>		
	Proof of residence <input type="checkbox"/>		
	What I.D has been checked?		
Name of person who authorised (if applicable)			Date
Date account created			

PLEASE READ THE INFORMATION BELOW

Patient Online: Records Access - Patient information leaflet

If you wish to, 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. You can also still use the telephone or call in to the surgery as usual as well.

Being able to see your record online might help you to manage your medical conditions; It also means that you can even access it from anywhere in the world should you require medical treatment on holiday. If you decide not to join or wish to withdraw, this is your choice and practice staff will continue to treat you in the same way as before. In general this decision will not affect the quality of your care.

You will be given login details, so you will need to think of a password which is unique to you. This will ensure that only you are able to access your record – unless you choose to share your details with a family member or carer. 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 can't 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.

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 Practice Manager for a clearer explanation. Please note this will not be discussed in a routine Drs Appointment.

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.

Please note: The practice has the right to remove online access to services for anyone that doesn't use them responsibly or where there is an indication that this would be inappropriate/detrimental to the patient