

**Millcroft Medical Centre
Eagle Bridge Health & Wellbeing Centre
Dunwoody Way, Crewe
Cheshire, CW1 3AW**

Telephone: (01270) 275200 (all enquiries)
Cancellations : (01270) 275199
Website : www.millcroftmedicalcentre.nhs.uk

Welcome to Millcroft Medical Centre

Lets get started!

This pack provides you with all the information and forms relevant to registering with our practice.

Once you have read all the information and have completed the forms you will need to come into the practice to hand over your completed forms. Proof of identity and address is not essential for registration, however it is desired to enable us ensure we have the correct information and spelling on record. Any of the following can be accepted as proof of address or identity:

Current driving licence – Provisional or Full (this must state your current address)

Birth Certificate

Current Passport

Recent Utility bill – Gas, Electricity, water etc. (this should be no longer than 12 weeks old)

Any document stating name and address (DWP, benefits agency, bank statement)

If you take regular medication it is very important that you request a month's supply of medication from your current GP surgery before you hand in the registration pack to our reception team.

Please note that if you are taking any of the following medications, Diazepam, Temazepam, Zopiclone, Zolpidem, Pregabalin, Gabapentin, Buprenorphine it is practice policy to reduce these medications gradually with a view to stopping them.

If you receive medical certificates (sick notes) for ongoing medical problems you will need to ensure that your current certificate will not run out for at least 2 weeks before handing your registration pack to our reception team.

Please note: We would be grateful that if any information provided regarding past medical history, medications and immunisations could be translated to English. This will enable us to accurately add this to your medical records.

Once we have received your completed registration pack, our administration team will then register you on to our clinical computer system (this process can take up to 2 weeks). You will then be a patient at Millcroft Medical Centre and your registration with your previous GP will be cancelled, meaning you will no longer be able to use their services.

Millcroft Medical Centre offers an online service where you can book and cancel appointments and order your repeat medication. If you would like to register for this service when you return your pack please bring along with you photo identification and this can be set up for you as we register you on to our system and you can collect your online access pin next time you visit us.

If there are further questions you would like to ask please do not hesitate to ask our reception team who will be happy to help.