**Addresses protocol 14/11/2024**

Suggest may choose local GP

No further action

Currently registered patient

Address outside catchment area

Circumstances unchanged i.e not moved house

Phone call (letter backup) to patient explaining need to re-register household with local GP surgery (reasons given)

Currently registered patient

Address outside **Wythenshawe/Northenden**

New ‘dependant’ to be registered i.e. new baby

If struggling or safeguarding concerns- discussion with Dr

May be safer to get vaccinations completed - at last appointment they need to move GP within 28 days

Currently registered patient NOT moved house

New dependant to register 🡪 if Wythenshawe/Northenden address

Ok to register dependant – will need to be done manually as online system stops out of area registrations

Send ‘no longer in catchment area’ letter

Add to logbook

Redact from list after 28 days

Patient tells us that address is still within catchment

* Proof of address in catchment (any recently dated letter) Swap address back
* If unable to provide letter but insistent d/w practice manager
* Explain importance of having same address between primary and secondary care

Currently registered patient

NHS Spine suggests patient’s address is NEWLY outside of catchment area

**Further letter suggesting address no longer in catchment area – repeat process and reiterate above**

Discussion with partners – in most cases patient will be asked to register with local GP surgery

Out of area patients requiring home visits regardless of house move

Patient asks for consideration of being kept on the list despite being outside catchment area

1. Ideally put in writing the reasons
2. Bring to partners meeting
3. Provide written decision 28 days
4. Patient to remain registered during this process
5. If being removed then letter and redaction after 28 days

Partner will decide on a case by case basis – examples may be

* Partners of registered patients outside of catchment
* Doctors/healthcare professionals
* Mental health problems
* Domestic violence
* Cancer treatment
* Palliative
* Others

j