

Dear Colleague

UPDATED APPLICATION FORM (GPR) TO REGISTER PERMANENTLY WITH A GENERAL MEDICAL PRACTICE

Introduction

Summary

1. This Circular introduces an updated version of the GP Registration form. As from **17 June 2013** the new form must be completed for all permanent patient registrations. A copy is attached for information. **Annex A.**
2. The content of this circular has been agreed with the Scottish General Practitioners Committee (SGPC).

Background

3. The requirements for managing patient lists, including registrations and removals, are set out in the NHS (General Medical Services Contracts) (Scotland) Regulations 2004. These Regulations allow a patient to make an application to join the patient list of any practice they choose at any time, even if they are already registered with another practice.
4. Regulations relating to GP registration apply equally to members of the travelling and settled populations. There are no inherent obstructions which relate solely to the Gypsy/Traveller community.

Information

5. The updated form is available online and can be downloaded from:
www.psd.scot.nhs.uk/professionals/medical/guidance.html#patreg
6. Frequently Asked Questions can be found at **Annex B.**

06 June 2013

Addresses

For Action

Chief Executives NHS Boards
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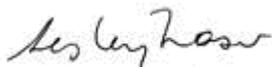
Action

7. NHS Boards are asked to:

- i. Destroy all stocks of the previous version of the GPR form by **14 June** to ensure that it is not used in place of the updated version;
- ii. Point GPs towards the on-line, editable and printable electronic version of the revised GPR form;
- iii. Issue paper copies of revised GPR form to GPs on request; and
- iv. Circulate this letter and the PDF version of the updated form urgently to all GPs in their area.

8. GPs are asked to destroy all copies of the previous version of the GP Registration form held at their practices by **14 June** and ensure that all new permanent registrations of patients from **17 June 2013** are completed using the updated GP Registration form.

Yours sincerely



Lesley Fraser
Deputy Director, Primary Care Division

APPLICATION TO REGISTER PERMANENTLY WITH A GENERAL MEDICAL PRACTICE



1. PERSONAL DETAILS (ALL FIELDS MARKED * ARE MANDATORY AND MUST BE COMPLETED AS FULLY AS POSSIBLE)

Male* Female* Is this your first registration with a GP Practice in the UK?* Yes No Will you be in the area for more than 3 months? Yes No
(If 'No', please ask for form GMSTRF001)

Date of Birth* - - Address*

Title*

Surname*

Forenames* Postcode*

Previous Surname* Telephone #

email address # Mobile #

The following information can be found on your current medical card:

Community Health Index (CHI) Number* NHS Number*

The following information can be found on your birth certificate:

Town of Birth* Country of Birth*

Registered district of birth (Scotland only) Mother's maiden name

the data supplied in these fields will not be input to, or updated in, the Community Health Index (CHI), but will be held on the GP Practice's system

2. HELP US TO TRACE YOUR PREVIOUS GP HEALTH RECORDS BY PROVIDING THE FOLLOWING INFORMATION

Address in UK when you were last registered with a GP*

Name and address of previous GP Practice in UK*

Postcode* Postcode*

If you are from abroad:

Date you first came to live in the UK* - - If previously resident in the UK, date of leaving* - -

Your most recent country of residence

If you have served in the British Armed Forces:

Enlistment date* - - Service Number

Are you a Reservist?* Yes No If yes, please provide your address before enlisting*

Leaving date* - -

Is this your first registration with a GP since leaving the Armed Forces?* Yes No Postcode*

3. VOLUNTARY CONSENT TO ORGAN DONATION

I would like to join the NHS Organ Donor Register as someone whose organs may be used for transplantation after my death. Please tick the boxes that apply. Your consent to organ donation will be shared with NHS Blood and Transplant together with the information you have provided in Section 1 including your name, gender, date of birth address and CHI number. For more information on being an organ donor or privacy, please ask for the leaflet on joining the NHS Organ Donor Register or visit www.organdonation.nhs.uk.

Any of my organs and tissue Or my

Kidneys Eyes Heart Lungs Liver Pancreas Small bowel Tissue

Patient signature _____ Date - -

GMSGPR001 v1 (05-2013)

4. HOW WE USE YOUR INFORMATION

The information you have provided will be used by the GP Practice to carry out its various functions and services including scheduling appointments, ordering tests, hospital referrals and sending correspondence.

Your information, including your name, gender, date of birth and address, will be passed to NHS National Services Scotland where it will be held on the Community Health Index (CHI). This information is used to register you with the GP Practice, transfer your medical records between GP practices in the UK, make payments to GP Practices for medical services provided, and to process and issue medical cards, medical exemption certificates and entitlement cards.

NHS National Services Scotland shares information about you within NHSScotland to assist in the provision and improvement of NHS services and the health of the public. When we do this, we make sure that the information which identifies you as a person and your health information are separated or anonymised. Health condition and treatment information which could identify you will not be used for research purposes by the NHS unless you have consented to this.

For more information on how NHS National Services Scotland uses your personal information visit www.nhsnss.org. If you have any queries or concerns about how your personal information is used by the NHS please ask for the leaflet 'Confidentiality – it's your right', visit the Health Rights Information Scotland website at www.hris.org.uk or ask your GP surgery.

NHS National Services Scotland is the common name of the Common Services Agency for the Scottish Health Service.

5. PATIENT DECLARATION

I declare that the information I have given on this form is correct and complete. I understand that, if it is not, appropriate action may be taken. To enable NHS National Services Scotland to confirm my eligibility to lawfully register with a GP and for the purposes of prevention, detection, and investigation of crime, relevant information from this form will be disclosed to the NHS Business Services Authority, NHS National Services Scotland, the Home Office, Identity and Passport Service, HM Revenue and Customs, the General Register Office and Local Authorities.

Patient/Patient's representative signature _____ Date DD - MM - YYYY

Representative's name (if applicable)

Relationship to patient (if applicable)

6. FOR PRACTICE USE

GP reference number - GP name

Practice code - Mileage (No.) Road Water Footpath

Identification seen - do not take or retain photocopies

Please initial each relevant box (it is recommended that at least one form of identification is seen to positively identify the applicant)

Birth Cert. Student ID Card Driving Licence Passport or HC2 Cert. Home Office App Reg Card Other/None - specify Receptionist initials

I accept this patient onto the practice list and declare that, to the best of my knowledge, this information is correct. I acknowledge that the details may be authenticated from appropriate records, and that payments generated from this patient registration will be subject to Payment Verification.

Authorised Practice signature _____ Date DD - MM - YYYY

7. OFFICIAL USE ONLY

Input by

Checked by

Date DD - MM - YYYY

Practice Stamp

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APPLICATION TO REGISTER PERMANENTLY WITH A GENERAL MEDICAL PRACTICE IN SCOTLAND: NEW GPR FORM

The requirements for managing patient lists, including registrations and removals, are set out in the NHS (General Medical Services Contracts) (Scotland) Regulations 2004. These Regulations allow a patient to make an application to join the patient list of any practice they choose at any time, even if they are already registered with another practice which covers their residential address.

There is no Regulation that a patient must live within a practice area and it is open to a practice to accept or retain a patient who resides outside its area. However, determining policy in this regard is a matter for the practice itself.

Regulations relating to GP registration apply equally to members of the travelling and settled populations. There are no inherent obstructions which relate solely to the Gypsy/Traveller community.

QUESTIONS & ANSWERS

1. Are photocopies of the form acceptable?

Yes, but the information supplied on a photocopied form by the patient and GP and the relevant signatures must be the original information/signatures.

2. Can the forms be stapled?

Yes, although we would prefer that the form was printed or photocopied double-sided prior to signing as this will help for back-scanning of documents, as the process will be more efficient if there are not unnecessary staples to be removed.

3. From which dates are the new forms to be used?

Monday 17 June 2013

4. Can practices use the previous version?

No, any stocks of the old forms must be destroyed by 14 June 2013.

5. Will the forms be made available to download?

Yes. The new forms are available from:

www.psd.scot.nhs.uk/professionals/medical/guidance.html#patreg

from **10 June 2013**.

6. What if a practice deals with a great number of new patient registrations every year?

The form is available for the public to download, complete, sign and take into the practice when presenting as a new patient. All practice websites can link to the form when advising new patients of the registration process.

Additionally arrangements should be made with your NHS Board for them to supply you with sufficient quantity to last a reasonable period of time, however these will require completion by hand and negates the improved functionality of being able to complete them on a computer and read/input all content legibly.

7. When will these forms be available from NHS Boards?

NHS Boards, practices and patients will all have access to the form from the same web address with effect from **10 June 2013** For legibility, we would encourage completion of the form using a computer.

8. Does a patient require an address?

Yes, where it is reasonable. To register permanently with a practice, enable us to trace previous GP health records and ensure that the patient can be contacted by the GP practice, an address is required at the time of application. An address with a post code is preferable , however this only applies where it is a reasonable request and the best description of a current location is acceptable.

Where patients will be in the area for less than 3 months, temporary resident regulations prevail and a home address, where it is a reasonable request, is required to enable their GP practice to receive details of treatment while registered temporarily with the practice. Do not complete a GPR for temporary residents. Continue to use existing temporary resident forms for capturing these patient details.

9. Do new patients need to supply their NI Number?

No. Ideally patients should provide their CHI and/or NHS number if they have these. However, we appreciate that foreign patients seeking registration will not have such numbers.

10. If patients cannot provide these numbers can they be refused permanent registration?

Not if they have signed the Patient Declaration on page 2

11. What if a patient refuses to sign the Patient Declaration section?

Anyone not prepared to sign the Patient Declaration section cannot register permanently with a GP and consequently will not be entitled to medical services free of charge. The actual chances of anyone refusing to sign should be very few. All patients must sign the form to confirm that the information they have provided is correct and complete.

12. Do patients have to complete the Organ Donor Declaration?

The Organ Donation section for patients is voluntary but we would like as many new patients as possible to sign-up for donation. This is really for the individual patient to consider and it may be the first time they have been asked face-to-face. We think there are a great many patients who would wish to join the Organ Donation scheme but who have never done anything about it. Therefore, by adding this section to the form this will perhaps increase current donor numbers.

13. Do GPs have to complete the Practice Acceptance Agreement section?

The Practice Acceptance Agreement section can be signed by any GP Practice Authorised Signatory but sight of identification is not compulsory and where this has not been viewed then 'None' should be annotated in the appropriate box. It is really for GPs to consider and do what they think is appropriate on an individual patient basis. All we are asking practices to do is positively identify the patient. Practices will also want to check that on the date of registration the person is ordinarily resident in the practice area.

14. So the Practice Acceptance section is really for Positive Patient Identification?

Yes it is. Positive Patient Identification is a process by which the patient's identity is checked and confirmed at every point in the patient's journey. It is everyone's duty to get it right first time and every time. PPI is used to improve patient safety, improve the patient's experience, to support better quality care and to save wasted time.

We would therefore like as many GP practices, as are willing to do so, to participate in completing that part of the registration process.

15. Has there been any guidance on how to deal with overseas visitors?

The Scottish Government provided NHS Boards with detailed guidance on overseas visitors' liability to pay charges for NHS care and services.

The guidance, under Circular CEL 9 (2010), was issued to all NHS Boards for onward transmission to Healthcare providers in their area, including GPs, in April 2010.

16. Will some new patients be unhappy that checks of this kind are being carried out?

The vast majority of patients will understand the need to make such checks. However, we must emphasise that we do not want to upset anyone; we are simply making efforts to improve patient safety, the patient's experience, support better quality care and save wasted time.

17. On the Patient Identification section what is the definition of "Other"?

Circular CEL 9 (2010) is a useful starting point here. An annex of the circular lists non-exhaustive examples of documentation which will be helpful for Positive Patient Identification. Please note that practices are not restricted to these examples. A patient may show forms of documentation with which practices are content. The full Annex is set out below. **Annex C**

EXAMPLES OF EVIDENCE

Contract of Employment/Letter from Employer

Letter from the Home Office / UK Border Agency (UKBA)

Visas/Permits

Marriage/Birth Certificates

Passport

Pension Documentation

Proof of Residence

Student ID Card or Letter from Education Facility

European Health Insurance Card (EHIC)

Documentation from Job Centre Plus or the Department of Work and Pensions (DWP)