

What next?

Once you have completed all your forms and you have been registered on the computer and attended any appointments that you need to attend, your registration is complete and you do not need to do anything else.

Your medical records will be sent to us by the health authority although this can take several weeks, so you should indicate on your questionnaire if you have any on-going conditions

Change of details

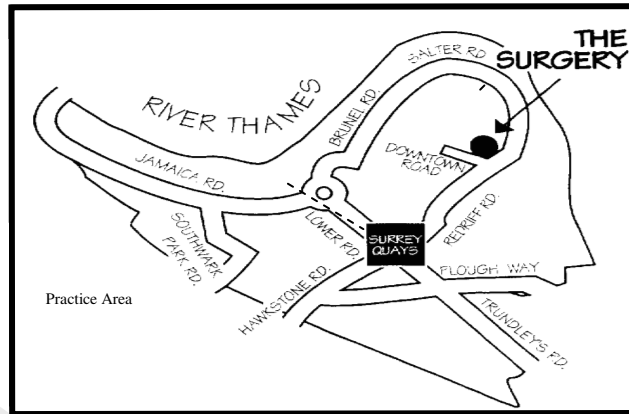
If any of your details change you should notify us in writing so we can update your records accordingly. If you move out of the practice area you will need to register with a new GP

Further information

If you require any further information or assistance concerning your registration this practice please ask one of our receptionists

If you need help in understanding or completing of your registration forms our receptionists will be happy to assist

**Drs Holden, Marrinan,
O'Connor & Baxter**



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**Registering as a
Patient**

PATIENT INFORMATION LEAFLET



Drs Holden, Marrinan, O'Connor & Baxter

www.surreydockshc.co.uk

Welcome

Welcome to the Surrey Docks Health Centre and to the Practice of Dr Holden, Dr Marrinan, Dr O'Connor and Dr Baxter.

If you are reading this leaflet you may be considering registering as a patient at the practice and here are a few things you need to know.

This practice has an open list and is currently registering patients. If you live within the practice area you are eligible to register with this practice.

Our Registration Policy

The Practice list area is mainly located within the SE16 postcode area. You should check at reception before you complete any forms just to make sure that your address falls within the designated practice area.

The practice registration policy is fair and non-discriminatory. If your registration cannot be processed for any reason you will be notified in writing.

How to register

You can collect the registration forms from reception or they can be downloaded from our website on www.surreydockshc.co.uk

Registration Form

You should complete all the details on the registration form.

You will be asked for details of your previous address and your previous GP so you may need to take the form away and find out some information.

Make sure you have signed your registration form.

On the reverse of the form you have the option to complete the organ donor section. If you do complete this section, this will be forwarded to the Health Authority and you will be added to the donor register.

Once you have completed the form one of our receptionists will enter your details onto the computer system. Please note that you will not be able to see a doctor or a nurse until your details are on the computer.

If you do not complete all the details on the registration form, we will not be able to process your registration so you need to make sure that you have all the necessary information with you. If you have your NHS card you should bring this with you as it contains most of the information required.

If you are registering a new baby you should bring the pink form given to you when you registered the baby's birth.

This practice aims to provide all of its patients with the highest quality care and care which is appropriate to each individual. This is why we ask all new patients to provide some medical information. The questions should be answered in as much detail as possible. Some of the information we ask for is compulsory if registration is to be processed so you need to make sure you have the necessary

information with you.

Proof of Address

At the time of registration you will be asked to show a proof address. Acceptable proof of address will be a:

- Household or credit card bill
- Driving License
- Mortgage or rental documentation showing address

New Patient Appointments

Patients registering who are aged 44 or over will be required to have a new patient health check with our Health Care Assistant. This is basically to make sure we have an up to date record of your weight, height and blood pressure and to check your urine. If you are asked to attend a new patient health check, the receptionists who makes your appointment should give you a specimen bottle for your urine sample. You should bring this with you to your appointment.

If you are any age and you are currently taking repeat medication you will be offered an appointment with a GP. Repeat medication cannot be issued without an initial appointment with a GP.

If you indicate on your questionnaire that you have a chronic condition such as diabetes, asthma, heart disease etc, you will also need to attend an initial appointment with a GP.