### **GP Direct registration checklist**



### 1) Do you reside within our catchment area?

Please check if you reside within our catchment area before completing the forms. You can check online by going to our website <a href="www.gpdirect.co.uk">www.gpdirect.co.uk</a> and clicking on the **Register** tab (www.gpdirect.co.uk/register). Alternatively you can provide one of our receptionists with your postcode and they can check this for you.

However for postcodes beginning with <u>HA1</u> or <u>HA2</u> you do not need to check as these are always within our area.

## 2) Completing your registration form

Please complete the mauve coloured GMS1 form, please ensure each section is completed to try and ensure that your registration is processed smoothly. The checklist is below.

## a) GMS1 form check list:

- Title
- Surname
- First name
- O Previous Surname if there has been a surname change
- Gender
- O Country and Town of Birth
- Address
- Phone Number
- O Previous GP if you have been registered in the NHS previously
- O Previous address unless this is the first address you are using in the NHS
- O When you arrived to the UK, if not born in the UK
- O GMS1 form DATED and SIGNED?
- O Please ensure you complete the pre-registration form in full
- **b)** Alcohol Screening Questionnaire: If you are aged 16 or over please complete the Alcohol Screening Questionnaire. If you are teetotaller please tick this box on the form.
- c) Consent to Contact you: Please tell us how you would like us to contact you.
- d) Tuberculosis (TB) Screening Questionnaire
- e) Summary Care Record

#### 3) Proof of ID and/or address

- Evidence of your ID, preferably in the form of visual ID such as a passport or driving licence. If you do not have either of these please try and bring any other official visual ID or a birth certificate
- Proof of address, one of the following: Council Tax bill, tenancy agreement or a utility bill (gas, electric, water bill or home phone bill), bank or credit card statement or a TV license dated within the last three months.

The mauve coloured GMS1 form and pre-registration form must be completed in full and brought to either of our surgeries during their opening hours to submit your registration. The opening hours and addresses are on the reverse of this page. The person requiring registration must attend in person for identification and consent purposes unless they are aged 15 or under in which case the person with parental responsibility can submit the registration form on their behalf along with the necessary identification documents. Please allow two working days for the registration to be completed.

Eligibility to register for primary care services (i.e. registering with a GP Practice) does not necessarily entitle you to secondary care services (i.e. services at hospital). Hospitals have their own guidance on eligibility for NHS care therefore you may be asked to provide them with additional evidence.

# **Opening hours**

GP Direct operates from two sites. However we operate a single switchboard.

This is open from **8am to 6.30pm Monday to Friday.** 

## Welbeck Road

Day	Time
Monday	08:00am to 08:00pm
Tuesday	08:00am to 06:30pm
Wednesday	08:00am to 08:00pm
Thursday	08:00am to 06:30pm
Friday	08:00am to 06:30pm
Saturday	09:00am to 12:00pm
Sunday	CLOSED

# Eastcote Lane (Closed from 1.00pm to 2.00pm for lunch everyday)

Day	Time
Monday	08:30am to 06:30pm
Tuesday	08:30am to 06:30pm
Wednesday	08:30am to 06:30pm
Thursday	08:30am to 06:30pm
Friday	08:30am to 06:30pm
Saturday	CLOSED
Sunday	CLOSED

The Surgery is closed on all public holidays. Correct as of July 2020.

## **Our addresses:**

## Welbeck Road Surgery

3-7 Welbeck Road Harrow Middx HA2 0RQ

## **Eastcote Lane Surgery**

32a Eastcote Lane South Harrow Middx HA2 8BS

# **Contact Information:**

**Phone Number:** 

0208 515 9300

Email:

gpdirect@nhs.net

Website:

www.gpdirect.co.uk

# Family doctor services registration GMS1

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Date of birth	First names
NHS No.	Previous surname/s
Male Female	Town and country of birth
Home address	OI DII (I
Postcode	Telephone number
Please help us trace your prev Your previous address in UK	ious medical records by providing the following information  Name of previous doctor while at that address
	Address of previous doctor
If you are from abroad Your first UK address where registered	with a GP
If previously resident in UK, date of leaving	Date you first came to live in UK
If you are returning from the Address before enlisting	Armed Forces
Service or	Enlistment
Personnel number	date
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SUPPLEMENTARY QU	ESTIONS				
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# **Patient Pre-Registration Form**

This information is required for your medical records and is strictly confidential.

Have you ever been registered with a GP in the UK before? Yes □ No □
Have you ever been registered at GP Direct before, even as a temporary, immediate necessary or private patient? Yes □ No □

Title* Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Mx ☐ Dr ☐ Add	
	ddress*
Date of Birth* DD MM YYYY	
Surname*	
First Name*	
Middle Name	
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2) NEXT OF KIN DETAILS Please provide details of your next of kin  Name How are they related  Phone Number Are you happy for us to contact your next of kin in an emergency? Yes No	☐ I acknowledge that it is my responsibility to update this information if it changes
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2) NEXT OF KIN DETAILS Please provide details of your next of kin  Name	I acknowledge that it is my responsibility to update this information if it changes    Each of the content of the changes
2) NEXT OF KIN DETAILS Please provide details of your next of kin  Name	I acknowledge that it is my responsibility to update this information if it changes    Further Information

Height   Weight   Go much exercise doyou take?   1 times week   2 times week   3 times week   2 times week   3 times   3 times	4.0) YOUR HEALTH - GENERAL HEALTH
Do you have any current or past medical conditions that we should be aware of ? Yes   No   If yes please state below	l Height I
Is there anything special or unusual about your diet? Yes   No	
Do you receive any care from Social Services? Yes   No   If yes please state	
Do you have any disabilities? Yes   No   If yes please state	Is there anything special or unusual about your diet? Yes□ No□
Do you have any disabilities? Yes   No   If yes please state	
Have you ever misused drugs or solvents? Yes  \  No  \  If yes please state  \	Do you receive any care from Social Services? Yes No If yes please state
### ALCOHOL    SMOKING   Do you currently smoke?   Yes   No	Do you have any disabilities? Yes□ No□ If yes please state
### ALCOHOL    SMOKING   Do you currently smoke?   Yes   No	
SMOKING Do you currently smoke? Yes   No	Have you ever misused drugs or solvents? Yes  No  If yes please state
SMOKING Do you currently smoke? Yes   No	
Do you currently smoke? Yes   No	4.1) YOUR HEALTH - SMOKING AND ALCOHOL
Cigars	De very suggestive and also a Very D. No. D.
Pipe	longui ettes
Water Pipe (Shisha)	Cigais   a day
Electronic Cigarettes / Vape	if you do not unit alconor at all, i.e. are a tectotalier
If you are an ex-smoker when did you stop (please state the year & quantity)?  4.2) YOUR HEALTH - MEDICATION AND ALLERGIES  ALLERGIES  Do you have any Drug Allergies? Yes   No   If yes please state below  What are you allergic to   What happens?  What are you allergic to   What are you allergic to   What are you allergic to   What happens?  MEDICATION	If you are not a testatellar and aged 16 or over please
### ALLERGIES  Do you have any Drug Allergies? Yes   No   If yes please state below  What are you allergic to  What happens?  MEDICATION  MEDICATION	If you are an ex-smoker when did you stop
ALLERGIES  Do you have any Drug Allergies? Yes  No  If yes please state below  What are you allergic to  Do you have any Non-Drug Allergies? Yes  No  If yes please state below  What are you allergic to  What happens?  What happens?  What happens?	l end of this health questionnaire.
Do you have any Drug Allergies? Yes  No  If yes please state below  What are you allergic to  What happens?  Do you have any Non-Drug Allergies? Yes  No  If yes please state below  What are you allergic to  What happens?  MEDICATION	4.2) YOUR HEALTH - MEDICATION AND ALLERGIES
What are you allergic to  What happens?  Do you have any Non-Drug Allergies? Yes No If yes please state below What are you allergic to  What happens?  MEDICATION	
Do you have any Non-Drug Allergies? Yes  No  If yes please state below What are you allergic to What happens?  MEDICATION	
What are you allergic to What happens?  MEDICATION	What are you allergic to What happens:
What are you allergic to  What happens?  MEDICATION	
What are you allergic to What happens?  MEDICATION	
MEDICATION	
	What are you allergic to What happens?
Tes in ves please provide name of medication, a dosage selow	
	The year take any regards medication. Yes a river presse provide name of medication(s) at assage serior

4.3) YOUR HEALTH - SCREENING
To help ensure you receive the correct health screening invites, please confirm your assigned gender at birth? Male  Female For more information about screening on the NHS please visit: <a href="https://www.gov.uk/guidance/nhs-population-screening-explained">https://www.gov.uk/guidance/nhs-population-screening-explained</a>
CERVICAL SCREENING - ONLY ANSWER IF APPLICABLE TO YOU
Have you ever had your cervical screening test done in the UK? Yes ☐ No ☐ If yes please give details below:
Date of last screening DD MM YYYY Where was it done?
What was the result of the screening?
Have you had a total hysterectomy? Yes  No Date of total hysterectomy  MM  YYYY
BREAST SCREENING - ONLY ANSWER IF APPLICABLE TO YOU
Have you ever had a mammogram or other breast cancer screening? Yes 🔲 No 🔲 If yes please state what below:
Date of last screening DD MM YYYY
4.4) YOUR HEALTH - CONTRACEPTION
·
CONTRACEPTION - ONLY ANSWER IF APPLICABLE TO YOU
Do you use any form of contraception? Yes No If yes please give details below:
Please tick if you have: ☐ Intrauterine contraceptive device (coil) or ☐ Nexplanon (contraceptive implant)
When was it fitted DD MM YYYY
Contraceptive IUDs (Coils) and Implants (such as Nexplanon) require changing at specific intervals, these may vary between 3 to 10 years.  Please ensure you request an appointment to have this done if it is due, if you are unsure please request a telephone consultation with a GP.
4.5) YOUR HEALTH - PREGNANCY
PREGNANCY - ONLY ANSWER IF APPLICABLE TO YOU  Have you ever been pregnant? Yes  No  If yes please give details below:
Date Pregnancy Outcome Complications of Pregnancy Problems of delivery Birth Weight
DD/MM/YY

# Fast Alcohol Screening Test (FAST) and Alcohol Users Disorders Identification Test (AUDIT)

Name (plea	ase print):				
Date of Birt	h:		=	fale emale	
Are you a to	eetotaller, i.e. do	not drink alco	ohol at all? Yes	s □ No □	
UNITS	<b>2</b> Pint of Regular Beer/Lager/Cider	Alcopop or Can of Lager	Glass of Wine (175ml)	1 Single Measure of Spirits	Bottle of Wine

							Your
Questions Scoring System  0 1 2							Score
			1	2	3	4	
1	How often do you have 8 (men) or 6 (women) or more drinks on one occasion?	Never	Less than monthly	Monthly	Weekly	Daily or almost daily	
2	How often in the last year have you not been able to remember what happened when drinking the night before?	Never	Less than monthly	Monthly	Weekly	Daily or almost daily	
3	How often in the last year have you failed to do what was expected of you because of drinking?	Never	Less than monthly	Monthly	Weekly	Daily or almost daily	
4	Has a relative /friend /doctor /health worker been concerned about your drinking or advised you to cut down?	No		Yes, but not in the last year		Yes, during the last year	
	Please add y	our sco	re for questic	ons 1 – 4			
	If your score so far comes to 3 or more p	lease co	ntinue with t	he questionnai	re, if it is 2 o	r less please s	top
5	How often do you have a drink that contains alcohol?	Never	Monthly or less	2 – 4 times per month	2-3 times per week	4+ times per week	
6	How many standard alcoholic drinks do you have on a typical day when you are drinking?	1 – 2	3 – 4	5 – 6	7 – 8	10+	
7	How often in the last year have you found you were not able to stop drinking once you had started?	Never	Less than monthly	Monthly	Weekly	Daily or almost daily	
8	How often in the last year have you needed an alcoholic drink in the morning to get you going?	Never	Less than monthly	Monthly	Weekly	Daily or almost daily	
9	How often in the last year have you had a feeling of guilt or regret after drinking?	Never	Less than monthly	Monthly	Weekly	Daily or almost daily	
10	Have you or someone else been injured as a result of your drinking?	No		Yes, but not in the last year		Yes, during the last year	
Please add your score for questions 1 – 10							

# Consent to Contact You

# Don't miss out - tell us if we can contact you

In order for us to continue contacting you about services or publications related to health promotion we need your consent.

Please read the options below and select the option that best suits your preference.

We will continue to contact you for specific health related matters regardless of your choice below, for example appointment confirmation reminders and invitations for health checks.

Full Name		Date of	Birth D	D MM	YYYY
PLEASE PICK ONE OF THE OPTIONS BELOW					
Option 1 <b>YES</b> , I consent to receiving health related updates (i relevant to me and information about health promotion events					
No need to answer question 2.					
☐ Option 2 <b>NO</b> , I do not consent to receiving health related up invitations relevant to me and information about health promot Calls.		-			
No need to answer question 2.					
Option 3, I would like to specify exactly which types of health in which they are sent to me. If you select this option we will go	-			•	and the method
Go to question 2.					
2. Specific consent preferences					
ONLY ANSWER IF YOU SELECTED OPTION 3					
Please specify which types of health promotion you consent to consent to the practice using.	us to contact y	ou about and	which metho	ods of commu	nication you
	SMS	Email	Letter	Phone Call	Don't Contact
Newsletter and brochure from the practice					
Patient research study invitations and information from the practice					
Health promotion events or campaigns (e.g. open days, disease awareness) from the practice					

You are free to change your decision at any time by informing our GP practice.







# Information for new patients: about your Summary Care Record

If you are registered with a GP practice in England, you will already have a Summary Care Record (SCR), unless you have previously chosen not to have one. It will contain key information about the medicines you are taking, allergies you suffer from and any adverse reactions to medicines you have had in the past.

Information about your healthcare may be routinely shared across different healthcare organisations and systems. You may need to be treated by health and care professionals who do not know your medical history. Essential details about your healthcare can be difficult to remember, particularly when you are unwell or have complex care needs.

Having a Summary Care Record can help by providing healthcare staff treating you with vital information from your health records. This will help the staff involved in your care male better and safer decisions about how best to treat you.

#### You have a choice

You have the choice of what information you would like to share and with whom. Authorised healthcare staff can only view your SCR with your permission. The information shared will solely be used for the benefit of you care.

Your options are outlined below; please state your decision below.

details: you sign the form above and provide details below:

Name

- Express consent for medication, allergies and adverse reactions only.

  You wish to share information about medication allergies for adverse reactions only.
- Express consent for medication, allergies, adverse reactions and additional information. You wish to share information about medication, allergies for adverse reactions and further medical information that includes: your illnesses and health problems, operations and vaccinations you have had in the past, how you would like to be treated (such as where you would prefer to receive care), what support you might need and who should be contacted for more information.
- **Express dissent for Summary Care Record (opt out).** Select this option, if you **DO NOT** want any information shared with other healthcare professionals involved in your care.

If you chose not to complete this consent form, a core Summary Care Record (SCR) will be created for you, which will contain only medication, allergies and adverse reactions.

You are free to change your decision at any time by informing our GP practice.

Having read the above information regarding your choices, please choose one of the options below

Yes - I would like a Summary Care Record  ☐ Express consent for medication, allergies and adverse reactions only.  or  ☐ Express consent for medication, allergies, adverse reactions and additional information.	
No - I would not like a Summary Care Record  ☐ Express dissent for Summary Care Record (opt out).	
Name	
Date of Birth DD MM YYYY NHS Number	
Address	
Signature Date DD MM	YYYY
you are filling out this form on behalf of another person, please ensure that you fill out their	

Please tick one: ☐ Parent ☐ Legal Guardian ☐ Lasting power of attorney for health and welfare

# **Tuberculosis (TB) Screening Questionnaire**

In an effort to detect latent TB (this is where you may carry TB but not be experiencing any symptoms) we recommend that patients complete this short questionnaire to find out if you are eligible for a free TB screening blood test

Nan	ne:		Date of Birth	DE	MM YYYY							
1) Are you aged between 16-35 years old?												
Yes. Continue to next question No. No need to continue												
2) Did you enter the UK within the last 5 years?												
Yes. Continue to next question No. No need to continue												
2) Wans were been an arrant Consent by an arrant in a consent by a consent by the												
3) Were you born or spent 6 months or more in any of the countries below?												
Yes. Continue to next question No. No need to continue												
	Afghanistan		Djibouti		Madagascar		Rwanda					
	Angola		Equatorial Guinea		Malawi		Sao Tome and					
	Bangladesh		Eritrea		Mali		Principe					
	Benin		Ethiopia		Marshall Islands		Senegal					
	Bhutan		Gabon		Mauritania		Seychelles					
	Botswana		Gambia		Mauritius		Sierra Leone					
	Burkina Faso		Ghana		Micronesia		Somalia					
	Burundi		Greenland		Mongolia		South Africa					
	Cote d'Ivoire		Guinea		Mozambique		South Sudan					
	Cabo Verde		Guinea-Bissau		Myanmar		Swaziland					
	Cameroon		Haiti		Namibia		Timor-Leste					
	Central African		India		Nepal		Togo					
	Republic		Indonesia		Niger		Uganda					
	Chad		Kenya		Nigeria		Tanzania					
	Comoros		Kiribati		Pakistan		Zambia					
	Congo		Laos PDR		Papua New Guinea		Zimbabwe					
	DRP Korea		Lesotho		Philippines							
	DR Congo		Liberia		Republic of Moldova	1						
4) Any history of TB either treated or untreated?												
5) Have you been screened for TB in the UK before?												
Yes. You are not eligible No. You are eligible												
	163. Tou are not engi	DIC	INO. TOU at	e engi	DIC							

If you have answered all green above you are eligible for a free TB screening blood test. Please request a TB screening blood test at reception.





# Do you provide care for someone?

Dear Patient,

Do you look after someone who is ill, frail or mentally ill? If so, you are a carer. We are interested in identifying carers, especially those people who may be caring without help or support. We know that carers are often "hidden" looking after a family member or helping a friend or neighbour with day to day tasks. These people may not see themselves as a carer.

We feel that caring for someone is an important and valuable role in the community, which is often a 24 hour job that can be very demanding and isolating for the carer. We further believe carers should receive appropriate support by way of access to accurate information on a range of topics such as entitlement to benefits and respite care and, not least, a listening ear when things get too much.

As a carer, you are also entitled to have your needs assessed by Adult Care services. A Carer's Assessment is a chance to talk about your needs as a carer and the possible ways help could be given. It also looks at the needs of the person you care for. This could be done separately, or together, depending on the situation. There is no charge for an assessment.

If you are a carer, this is an opportunity to let the Practice know so that we can update our records and pass on your details to Carers Support Harrow who can provide relevant information and advice, local support and a telephone helpline.

Please complete the attached sheet only if you are a carer and return it to the Surgery.

We look forward to hearing from you.

Yours sincerely,

From the partners at GP Direct



Telephone:020 8868 5224 376-378 Pinner Road, North Harrow, London, HA2 6DZ E-mail: admin@harrowcarers.org Website: www.harrowcarers.org

# **Carers Identification and Referral Form**

This form is for use by GP Surgeries to refer carers to Harrow Carers for support.											
Referrer's Details											
Name of Refe	errer:										
Contact Tele	phone	No:									
Surgery Nam	e:										
Carer's Detai	ils										
Name of Care	er:										
Contact Tele	No:										
Date of Birth											
Address:											
Support need	gnosis:										
Type of servi	Fa	ace-to-	Face		Ph	one			Email		
Additional Information: (how you think we can help the carer)											
Cared For/Do	epend	ant's Detail	s								
Relationship	•										
Name:											
Support need	gnosis:										
Support offe	red at	Harrow Ca	rers								
Health &	Low Inten			Benefits ar	nd	Но	me Care/Respite	/ I 🗍	Legal		
Wellbeing		IAPT	•		Welfare			ting Service/ Live		Information	
Workshops	e.g. Stress				Advice /	<i>'</i>		in Packages		and Advice	
·   Manag		Managem			Financial	I				e.g. Carers	
		Mindfulness, Managem			Advice					Rights	
		Pain Manage								Awareness	
Activities		Condition			Training			ducing Isolation 8	k 🗌	Counselling	
e.g. Yoga,		Specific Su			e.g. First Ai	d,		Social support			
Massage		e.g. Demei			Manual Handling			g. Carer-led support			
		Depression Anxiety, Psyc			riununny			groups, drop-ins, onthly outings etc			
		etc									
Contact Consent											
I have obtained permission from the carer to pass their details to Harrow Carers (please tick)											
actans to He	411044	Carcia (bic	ast iil	<u>,17]</u>							

# **Essential Apps & Websites**

## Klinik Access



Klinik Access is available online 24/7 and allows you to submit a request for an appointment or to send through other enquires without needing to call the practice. Klinik Access can be accessed via a smartphone, tablet or PC via the link on our website. If, however, you do not have access to the internet or would prefer to speak to someone, you can continue to call the practice. The receptionists will also utilise the Klinik software to better understand your issue in order to direct it to the most appropriate person within the practice. <a href="https://www.gpdirect.co.uk">www.gpdirect.co.uk</a>



## **NHS App**

Owned and run by the NHS, the NHS App is a simple and secure way to access a range of NHS services on your smartphone or tablet. Request a repeat prescription and choose a pharmacy for your prescriptions to be sent to. Book and cancel appointments, see details of your upcoming and past appointments. Search trusted NHS information and advice on hundreds of conditions and treatments. Securely access your GP medical record. Choose to donate some or all of your organs and check your registered decision and more. www.nhs.uk/using-the-nhs/nhs-services/the-nhs-app/





Patient Access connects you to healthcare services when you need them most. Book appointments, order repeat prescriptions, explore your local pharmacy services. View your medical record, including test results, immunisations and allergies, Securely share your medical record with healthcare professionals of your choosing, without the need to contact your practice and message your GP directly from within Patient Access at home or on the move.

www.patientaccess.com/

## eRedbook



The eRedbook mobile app is a personal child health record that has been co-designed with parents and carers. Once you have registered you'll receive NHS.UK articles that are relevant to the age of your child, or your stage of pregnancy. You can receive copies of your child's health records. eRedbook reminds you of upcoming health reviews, screening tests and immunisations. You can record notes, track the growth of your child, and record important developmental milestones.

https://www.eredbook.org.uk/

## **Mjog Messenger**



Mjog Messenger is a free app that connects patients to their doctor's surgery for easy, secure, and confidential communication. Take control of your health. Download Mjog Messenger now to get: Automatic appointment reminders One-click appointment cancellation & Prescription notifications. <a href="https://www.mjog.com/products/mjog-smart/">https://www.mjog.com/products/mjog-smart/</a>









