**New Patient Registration Form for Persons Between the Ages of 0-15**

Please complete all pages in full using block capitals

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| **1. Background Details** |

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| **Your Child’s Details** | | | |
| Child Name |  | NHS Number |  |
| Address |  | Gender |  |
| Date of Birth |  |
| Home Telephone |  |

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| **Parent or Guardian Details (MUST be a registered patient at this practice and residing at the same address)** | | | | |
| Mother or Guardian |  | | Mobile Telephone\* |  |
| Father or Guardian |  | | Mobile Telephone |  |
| Address |  | | Home Telephone |  |
| Work Telephone |  |
| Email\* |  | | | |
| Family Registered with Us | |  | | |

*\* It is your responsibility to keep us updated with any changes to your telephone number, email & postal address.*

*We may contact you with appointment details, test results, health campaigns or Patient Participation Group details*

*If you do not consent to being contacted by SMS or Email, please tick here:*  *SMS*  *Email*

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| **Other Details** | | | | |
| School |  |  |  |  |
| Religion | C of E  Catholic  Other Christian | Buddhist  Hindu  Muslim | Sikh  Jewish  Jehovah’s Witness | No religion  Other: |
| Housing | Living with parents/guardian  Shared House | Asylum Seeker  Refugee |  |  |

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| **Family History** | | | |
| Please record any significant family history of close relatives with medical problems and confirm which relative e.g. mother, father, brother, sister, grandparent | | | |
| Asthma………………….  COPD………………...…  Epilepsy………………… | Heart Disease……….…  Stroke…………….……..  Blood Pressure………… | Diabetes………..………  Kidney Disease..………  Liver Disease..….…….. | Mental health…………  Thyroid…………..….…..  Cancer………………….. |
| Other: | | | |

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| **Communication Needs** | | | |
| Language | What is your main spoken language?  Do you need an interpreter?  Yes  No | | |
| Communication | Do you have any communication needs?  Yes  No (If **Yes** please specify below) | | |
| Hearing aid  Lip reading | Large print  Braille | British Sign Language  Makaton Sign Language  Guide dog |
| Learning disability | Do you have a Learning Disability?  Yes  No  (If **Yes** please request a Learning Disability Screening Tool form) | | |

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| **Carer/Social Worker Details** | | | | |
| Do you **have** a carer? | Yes | Name\*: | Tel: | Relationship: |
| Do you **have** a social worker? | Yes | Name\*: | Tel: |  |
| Are you alooked after child? | Yes  No | | | |

*\* Only add carer’s details if they give their consent to have these details stored on your medical record*

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| **Parent or Guardian Signature** | | | |
| Signature | I confirm that the information I have provided is true to the best of my knowledge | | |
| Name |  | Date |  |

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| **2. Medical History** |

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| **Medical History** | | | |
| Has your child suffered from any of the following conditions? | | | |
| Asthma | Mental Health Problems | Diabetes | Epilepsy |
| Any other conditions, operations, or hospital admission details:  If your child is currently under the care of a Hospital or Consultant outside our area, please tell us here: | | | |

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| **Family History** | | | |
| Please record any significant family history of close relatives with medical problems and confirm which relative e.g. mother, father, brother, sister, grandparent | | | |
| Asthma………………….  COPD………………...…  Epilepsy………………… | Heart Disease……….…  Stroke…………….……..  Blood Pressure………… | Diabetes………..………  Kidney Disease..………  Liver Disease..….…….. | Mental health…………...  Thyroid…………..….…..  Cancer………………….. |
| Other: | | | |

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| **Allergies** |
| Do you have any drug allergies? Please include known reactions…  Please have any other allergies? Please give as much detail as possible... |

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| **Current Medication** | | | |
| Please attach a copy of your childs repeat prescription to this new patient questionnaire. Otherwise, please include as much information about your childs current medication below. A medication review appointment may be needed. | | | |
| **Medication** | **Dosage** | **Repeat** | **Quantity Remaining** |
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| **3. Further Details** |

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| **Named Accountable GP** |
| All patients will be allocated a named GP who is responsible for their care. Patients will be informed of their named GP by the Practice. We encourage you to make appointments with your named GP, although you are entitled to make an appointment to see any GP of your choice, subject to availability. |

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| **Electronic Prescribing** | |
| If you would like your child’s prescriptions to go electronically,  please provide details of the pharmacy you would like to use: | Pharmacy: |

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| **Parent or Guardian Signature** | | | |
| Signature | I confirm that the information I have provided is true to the best of my knowledge | | |
| Name |  | Date |  |

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| **4. Sharing Your Child’s Health Record** |

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| **Your Child’s Health Record** |
| **Sharing In**  Do you consent to your GP Practice sharing your Child’s health record with other organisations who care for them?  Yes *(recommended option)*  No  **Sharing Out**  Do you consent to your GP Practice viewing your Child’s health record from other organisations that care for them?  Yes *(recommended option)*  No |

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| **Your Child’s Summary Care Record (SCR)** |
| Do you consent to your child having an Enhanced Summary Care Record with Additional Information?  Yes *(recommended option)*  No |

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| **Parent or Guardian Signature** | | | |
| Signature |  | | |
| Name |  | Date |  |

**Sharing Your Health Record**

**What is your health record?**

Your health record contains all the clinical information about the care you receive. When you need medical assistance it is essential that clinicians can securely access your health record. This allows them to have the necessary information about your medical background to help them identify the best way to help you. This information may include your medical history, medications and allergies.

**Why is sharing important?**

Health records about you can be held in various places, including your GP practice and any hospital where you have had treatment. Sharing your health record will ensure you receive the best possible care and treatment wherever you are and whenever you need it. Choosing not to share your health record could have an impact on the future care and treatment you receive. Below are some examples of how sharing your health record can benefit you:

* Sharing your contact details This will ensure you receive any medical appointments without delay
* Sharing your medical history This will ensure emergency services accurately assess you if needed
* Sharing your medication list This will ensure that you receive the most appropriate medication
* Sharing your allergies This will prevent you being given something to which you are allergic
* Sharing your test results This will prevent further unnecessary tests being required

**Is my health record secure?**

Yes. There are safeguards in place to make sure only organisations you have authorised to view your records can do so. You can also request information regarding who has accessed your information from both within and outside of your surgery.

**Can I decide who I share my health record with?**

Yes. You decide who has access to your health record. For your health record to be shared between organisations that provide care to you, your consent must be gained.

**Can I change my mind?**

Yes. You can change your mind at any time about sharing your health record, please just let us know.

**Can someone else consent on my behalf?**

If you do not have capacity to consent and have a Lasting Power of Attorney, they may consent on your behalf. If you do not have a Lasting Power of Attorney, then a decision in best interests can be made by those caring for you.

**What about parental responsibility?**

If you have parental responsibility and your child is not able to make an informed decision for themselves, then you can make a decision about information sharing on behalf of your child. If your child is competent then this must be their decision.

**What is your Summary Care Record?**

Your Summary Care Record contains basic information including your contact details, NHS number, medications and allergies. This can be viewed by GP practices, Hospitals and the Emergency Services. If you do not want a Summary Care Record, please ask your GP practice for the appropriate opt out form. With your consent, additional information can be added to create an Enhanced Summary Care Record. This could include your care plans which will help ensure that you receive the appropriate care in the future.

**How is my personal information protected?**

Wellington Road Surgery will always protect your personal information. For further information about this, please see our Privacy Notice on our website or please speak to a member of our team

For further information about your health records, please see: www.nhs.uk/NHSEngland/thenhs/records

For further information about how the NHS uses your data for research & planning and to opt-out, please see:

[www.nhs.uk/your-nhs-data-matters](http://www.nhs.uk/your-nhs-data-matters)

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| **5. Online Access to Your Child’s Health Record** | |
| Name |  |
| NHS Number |  |
| Date of Birth |  |
| Address |  |
| Telephone |  |
| Email Address |  |

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| **I wish to have online access to:** *Please tick all that apply* |
| Request medication |
| View my medical record (subject to policy) |
| View my Summary Care Record |
| Complete online questionnaires |

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| **I wish to access my medical record & understand & agree with each statement:** *Please tick all that apply* |
| I have read and understood the ‘Important Information’ section below |
| I will be responsible for the security of the information that I see or download |
| If I choose to share my information with anyone else, this is at my own risk |
| I will contact the practice as soon as possible if I suspect that my account has been accessed by someone without my agreement |
| If I see information in my record that it not about me, or is inaccurate I will log out immediately and contact the practice as soon as possible |

Please bring photographic proof of your identification in order for the sign-up process to be completed.

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| **Parent or Guardian Signature** | | | |
| Signature |  | | |
| Name |  | Date |  |

**Access to GP Online Services**

**Important Information – Please read before completing form below**

If you wish to, you can now use the internet (via computer or mobile app) to book appointments with a GP, request repeat prescriptions for any medications you take regularly and look at your medical record online. You can also still use the telephone or call in to the surgery for any of these services as well. It’s your choice.

It will be your responsibility to keep your login details and password safe and secure. If you know or suspect that your record has been accessed by someone that you have not agreed should see it, then you should change your password immediately. If you are unable to do this for some reason, we recommend that you contact the practice so that they can remove online access until you are able to reset your password.

If you print out any information from your record, it is also your responsibility to keep this secure. If you are at all worried about keeping printed copies safe, we recommend that you do not make copies at all.

During the working day it is sometimes necessary for practice staff to input into your record, for example, to attach a document that has been received, or update your information. Therefore you will notice admin/reception staff names alongside some of your medical information – this is quite normal.

The definition of a full medical record is all the information that is held in a patient’s record; this includes letters, documents, and any free text which has been added by practice staff, usually the GP. The coded record is all the information that is in the record in coded form, such as diagnoses, signs and symptoms (such as coughing, headache etc.) but excludes letters, documents and free text.

Before you apply for online access to your record, there are some other things to consider. Although the chances of any of these things happening are very small, you will be asked that you have read and understood the following before you are given login details.

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| **Forgotten history**  There may be something you have forgotten about in your record that you might find upsetting. |
| **Abnormal results or bad news**  If your GP has given you access to test results or letters, you may see something that you find upsetting to you. This may occur before you have spoken to your doctor or while the surgery is closed and you cannot contact them. |
| **Choosing to share your information with someone**  It’s up to you whether or not you share your information with others – perhaps family members or carers. It’s your choice, but also your responsibility to keep the information safe and secure. |
| **Coercion**  If you think you may be pressured into revealing details from your patient record to someone else against your will, it is best that you do not register for access at this time. |
| **Misunderstood information**  Your medical record is designed to be used by clinical professionals to ensure that you receive the best possible care. Some of the information within your medical record may be highly technical, written by specialists and not easily understood. If you require further clarification, please contact the surgery for a clearer explanation. |
| **Information about someone else**  If you spot something in the record that is not about you or notice any other errors, please log out of the system immediately and contact the practice as soon as possible. |

For further information, please see:

[www.nhs.uk/NHSEngland/AboutNHSservices/doctors/Pages/gp-online-services.aspx](http://www.nhs.uk/NHSEngland/AboutNHSservices/doctors/Pages/gp-online-services.aspx)