**TEMPORARY RESIDENTS PROCEDURE**

**CASTLEHEAD MEDICAL CENTRE**

**INTRODUCTION**

Welcome to Keswick and surrounding areas. In order to avoid any form of discrimination based on criteria other than those set out below, the practice policy relating to the registration of temporary residents will apply equally to UK residents visiting the practice area, and to those visiting from overseas. You will not automatically be registered as a temporary resident at the practice. You may be able to utilise other services that could be more beneficial to your need. Please see Castlehead Medical patient Information for Visitors to the area. However, if you are intending to be in the area for 14 days or more, up to a maximum of three months, then registering as a Temporary Resident may be the best option if you have complex needs or require continued chronic disease management.

**BASIC PRINCIPLES**

Applications for temporary registration will be subject to:

* Completion of a GMS3 Form
* Registration of an address within the practice area
* Production of TWO forms of identification from the following list, one of which will verify the registration address and patient / family name:
  + Bank card/ credit card
  + National Insurance/NHS number card
  + Recent bank statement
  + Recent utility bill
  + Recent correspondence from a government body
  + For patients from overseas – a passport or ID card
* Review of the application to register (temporary or permanent) and an acceptance by the registering GP
* In the UK a patient can only be a temporary patient for a maximum of three months. After that they must become a regular patient.

Where a patient is unable to satisfy the above criteria, reference is to be made to Reception Manager or Manager on Duty who will review the application.

Note: the requirement to produce identification to satisfy the residency criteria within the practice area is not an official requirement and may be dispensed with.

**REFERENCES**

[www.nhs.uk/chq/Pages/how-do-i-register-as-a-temporary-resident-with-a-gp.aspx?CategoryID=68&SubCategoryID=158](http://www.nhs.uk/chq/Pages/how-do-i-register-as-a-temporary-resident-with-a-gp.aspx?CategoryID=68&SubCategoryID=158)