



## The Group Practice

### New Patient Registration Guidelines 2019 - Habost

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**Welcome to the Group Practice. We are delighted that you have chosen to register with us.**

Please complete the attached forms and return them to our receptionist, so that we can complete your registration. If you are on prescribed medication, please attach your tear off pharmacy medication slip. We also require that you show our receptionist a **form of photo ID**, e.g. a passport or driving licence.

We request photographic ID in order to confirm your identity and ensure correct matching to any existing NHS records. This enables a smooth transfer of your medical records from your previous practice. However, we recognise that it is not always possible for some applicants to provide photographic ID. If this is the case, you can still register with the practice.

As a new patient, we would like to invite you to a New Patient Health Check. Please arrange this appointment with our receptionist when you hand in your forms. You will be required to bring a urine sample to the appointment.

#### **Guidance notes for completing the NHS Scotland form:**

- Please answer all mandatory fields (marked with an \*).
- Please note that section 2 requires **YOUR** previous address **AND** the name and address of your previous GP.
- You **MUST** sign section 5, or your forms cannot be processed.

Please complete the New Patient Health Questionnaire fully if you are aged over 16. If the patient is aged under 16 please complete all relevant sections (for newborns and children without significant medical history, please provide next of kin and family history).

If you require any assistance to complete the forms, please ask a member of staff who will be happy to help.