



## The Group Practice, Stornoway

### New Patient Registration Guidelines - Habost

**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. It would be helpful if you could show our receptionist a form of photographic ID, e.g., a passport or driving licence. **Please provide a Patient Summary from your previous practice; it will speed up the registration process as well as providing an up-to-date list of your medication.**

#### **We require you to complete two forms:**

1. Application to Register Permanently with a General Medical Practice (NHS);
2. The Group Practice New Patient Health Questionnaire (adult, child or baby as appropriate).

Please complete the New Patient Health Questionnaire fully if you are aged 15 or over. If the patient is 14 or under, please complete all relevant sections (for newborns and children without significant medical history, please provide next of kin and family history).

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, you will be invited for a **New Patient Health Check**.

If you **have a Long Term Condition** your appointment will be with a Practice Nurse.

If you **do not have a Long Term Condition** your appointment will be with one of our Healthcare Assistants.

You will be notified by text of the date and time of your appointment.

You will be required to bring a urine sample to the appointment. A suitable container is available from our Reception desk.

If you do not wish to have a health check, you can use our health monitor machine in reception and give the receptionist a print-out of your results (the machine prints two copies of your report). This will be filed in your patient record.

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

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

---

**If you require assistance to complete the forms or if you have questions about the registration process, please ask a member of staff who will be happy to help.**