

ABBKEYVIEW SURGERY

Crowland Health Centre, Thorney Road, Crowland, Peterborough PE6 AL

Telephone: 01733 210254

Fax: 01733 210256

Website: www.abbeyviewsurgery.nhs.uk

PARTNERS:

DR ABHIJIT BANERJEE, MBBS, MRCS, DFSRH, PGDPF (Cardiff)
Special interest in Minor Surgery, ENT and Dermatology

DR FLEUR ENGLAND, MBChB HONS, Nmrpgp
Special interest in Palliative Care, Women's Health and Minor Surgery

ASSOCIATE DOCTORS:

DR RANJIT JONES, MBChB
DR EBELE TUNKUDA, MBBS, MRCP, DFFP

NURSE PRACTITIONER:

MR RICHARD NASH

BUSINESS MANAGER:

MRS HELEN HERBERT

Our list is open to patients residing in Crowland and the surrounding area, including the villages of Cowbit, Eye (part), Deeping St Nicholas, Gedney Hill, Moulton Chapel, Newborough, Shepeau Stow, Thorney, Weston Hills (part) and Whaplode Drove

If you are currently registered at the Practice and relocate to Spalding, please contact the Reception team to ascertain whether your new home lies within our Practice boundary as you may be able to remain registered if you so choose.

OPENING HOURS

| | Reception | Dispensary | Clinics | Telephone Call Back Service |
|------------------|-----------------|--|---|-----------------------------|
| Monday | 8.00am – 6.30pm | 9am – 6.30pm Closed for lunch 12.30-1.30 | Extended Clinic 7.30am – 8.00am 8.00am – 6.30pm | 8.00am – 10.00am |
| Tuesday | 8.00am – 6.30pm | 9am – 6.30pm Closed for lunch 12.30-1.30 | Extended Clinic 7.30am – 8.00am 8.00am – 6.30pm | 8.00am – 10.00am |
| Wednesday | 8.00am – 6.30pm | 9am – 6.30pm Closed for lunch 12.30-1.30 | 8.00am – 6.30pm | 8.00am – 10.00am |
| Thursday | 8.00am – 6.30pm | 9am – 6.30pm Closed for lunch 12.30-1.30 | 8.00am – 6.30pm Extended Clinic 6.30pm – 8.00pm | 8.00am – 10.00am |
| Friday | 8.00am – 6.30pm | 9am – 6.30pm Closed for lunch 12.30-1.30 | 8.00am – 6.30pm | 8.00am – 10.00am |

OUT OF HOURS, IN AN EMERGENCY : DIAL 999

If you need medical advice fast : Dial 111

We understand that there may be times when you are unable to attend for a booked appointment.

PLEASE LET US KNOW

if this is the case so we can offer the appointment to another patient.

ANTICOAGULATION AND SHARED CARE TESTING

We offer regular testing for patients taking anticoagulation drugs and for whom the hospital has prescribed specialist drugs.

CALDICOTT PRINCIPLES

Patient information will be respected as confidential and will not be divulged to any third parties without patient consent.

CARER

A Carer is someone who (paid or unpaid) looks after a family member or friend who would have difficulty coping without support. Please let us know if you are a Carer.

CERVICAL SMEAR TESTS

A letter will be sent to invite you to make an appointment with the Practice Nurse. You will be notified of your results by post.

COMMENTS AND COMPLAINTS

Our patient's views are important to us and we aim to provide an excellent service. However if you feel we can improve a service we offer or have any comments or complaints, please address them to the Practice Administrator, Angela Morton. We follow the recommended NHS complaints procedure.

CONTRACEPTION

Contraceptive pill checks and advice may be given by the Practice Nurse. We also provide an IUCD (coil) fitting and removal service and Implanon (contraceptive implant) insertion and removal service.

DISABLED FACILITIES

The building is on the ground floor only with no steps. All doors are wide enough for wheelchair access. Toilets equipped to aid our patients with disabilities are available.

DISPENSARY SERVICES

Patients who live more than one mile from a Pharmacy may be eligible to have their medication dispensed by the Surgery. The Practice has an approved dispensing area and is unfortunately not able to dispense to any patient not residing within it. Please contact our Dispensary for full details.

The Dispensary offers a pill tray service. Please ask if you are a dispensing patient and would like to use the service.

HOME VISITS

Our doctors typically see 4 patients in the practice in the time it takes to do a single home visit. For this reason, we ask our patients to come to the practice if at all possible. However, we can visit you at home if your condition means you cannot attend the practice.

To request a home visit, please telephone the surgery on 01778 579000, and select option 5. Please do not ask the doctor to call unless the patient is genuinely too ill to come to the surgery.

If you do require a home visit, please telephone **before 10:30** and give as many details as possible. This will enable the doctors to plan calls and deal with urgent visits promptly.

MINOR SURGERY

We offer a variety of minor surgical procedures and diagnostic biopsies at the Practice. Your GP can refer you for these where indicated.

NAMED GP

NHS guidelines require us to allocate a named GP to each patient and we have divided the practice list. Our list has been divided according to surname but patients are free to make an appointment with any Doctor at the Practice.

NURSING TEAM

Most appointments take only ten minutes but some require 20 or 30 minutes with the Nurse or may require the Doctor to be present. Some of our Nurses have received training in a particular speciality. Due to the variety of appointment requests made for the Practice Nurse, the Reception team may ask the reason why you are requesting an appointment. This is to ensure your appointment is with an appropriate medical professional for the correct amount of time.

NURSING SERVICES

Nursing care – our team of Practice Nurses and Healthcare Assistants provide best quality nursing services. Each have differing area of expertise and our Receptionist will guide you to the most appropriate person to help you.

| | | | |
|---------------------------|------------------------|-------------------|---------------------|
| Blood pressure monitoring | Minor Illness/Injuries | Smears | Travel Vaccinations |
| Contraception | Phlebotomy | Smoking Cessation | Wound care |
| Ear Syringing | Skin Infections | Sutures | |

Please help us to reserve appointments with the Doctor for those patients with more serious problems by requesting an appointment for minor ailments with one of our Triage Nurses or the Nurse Practitioner. They will be able to help you with complaints such as coughs and colds, cystitis/urine infections, diarrhoea and vomiting, earache, rashes, head lice, sore throats and minor illnesses and injuries.

NURSE PRACTITIONER

Our Nurse Practitioner, Mr Nash, works within our team of Doctors and provides care and advice to patients with acute medical conditions and minor ailments.

PATIENT PARTICIPATION GROUP

The Practice works closely with our Patient Participation Group with the aim of improving communication between patients and the Surgery with a view to making changes and improvements to the services offered.

Further information, including contact details, is available on the Practice web site and the PPG notice board with the waiting area.

PRIVACY

Our reception area is adjacent to the waiting area. If you have something you wish to discuss privately with the Receptionist, please ask and we will be pleased to speak to you away from the Reception area.

PRIVATE WORK

Some of the services we offer, such as insurance reports, medical certificates and some private prescriptions are not available under the NHS and may incur charges. Details of charges are available upon request from the Receptionist Team.

REPEAT PRESCRIPTIONS

Please help us by ordering your repeat prescription by returning the computerised slip provided, to the Surgery by hand, post or fax.

You can arrange your repeat prescriptions and appointments online and/or access parts of your medical records. Please ask at Reception for details of how to register for this service.

Patients who have difficulty using the above methods of ordering may phone the Reception team after 11am who will be pleased to help with your request.

PHLEBOTOMY SERVICE

Appointments for phlebotomy are routinely available until 2pm each day to be ready for the courier collection service from Peterborough City Hospital.

RESULTS

All results are checked by one of the Doctors. If you have had a test, please telephone the Surgery for results after 2pm. A Receptionist will advise you of the comments made by the GP. If you have any questions following this, you may be requested to speak to a doctor or nurse in the phone in or to see a doctor.

PLEASE ALLOW A MINIMUM OF 48 HOURS FOR YOUR REQUEST TO BE PROCESSED.

Wastage – please order only what you need. Any medication returned, even if unopened, must be destroyed.

SICKNESS NOTES

An NHS sickness certificate may be issued after seven days of illness. If you request a sick note for the full week of absence, this is not part of NHS services and will incur a charge payable by yourself or your employer.

TELEPHONE CONSULTATIONS

The Surgery runs a telephone consultation service between 8am and 10am each day. A Doctor or Nurse Practitioner will be available to answer queries which may not require attendance at the Surgery over the telephone. Appointments are available on the day and bookable in advance.

TRANSLATION

Please let the Reception Team know if you require the services of a translator.

VIOLENT AND ABUSIVE BEHAVIOUR

The Practice has a zero tolerance to abusive or threatening behaviour. The Practice will consider removal from the Practice List of a patient in all cases of verbal or physical aggression towards members of staff.