Jess Cardoso C/O

**PATIENT REGISTRATION INFORMATION**

Thank you for registering with The Speedwell Practice. To ensure that we can provide you with the best care and service we require certain information from you to complete your registration successfully.

Please take some time to read through the information and forms as any missing information may cause a delay with us being able to process your registration with the practice.

We accept registration forms by appointment only. Please contact our reception team to book.

If you have had a previous GP in the UK we must have your NHS Number, your previous address and the name and address of your previous GP. Unfortunately our staff are not able to search for this information for you so you may need to contact your previous GP if you do not have this information to hand.

If you are registering for the first time in the UK with a GP and are from overseas we will require the date you first entered the UK.

**All patients over the age of 16 must come to the Practice with their photo ID and proof of address to complete the registration. This is usually a passport or drivers licence and a bank statement or utility bill dated within the last 3 months.**

If you are registering a child at this practice please ensure you have details of their immunisation history, this can be found in their Health Record Book, or you can contact your previous practice for this information.

We appreciate that completing these forms may be time consuming, however we do require all the information requested to ensure your registration with the practice is successful and we thank you for your co-operation.

The Speedwell Practice

P.T.O

**Registration Process**

Please be aware that it can take between 5 to 10 working days for your registration to be processed. If you need to see a doctor in an emergency before your registration is complete please ring 111 or attend the Walk in Centre in Finchley Memorial Hospital.

**Repeat Prescriptions**

If you are taking repeat medication please provide us with a copy of your medication request slip (the right hand side of the prescription) so that we can update your records. You should also make sure that you have a least 1 month supply from your current practice so that you do not run out before you are registered.

**Confidentiality and Privacy**

Information on patients is collected in a variety of different ways. Manual or electronic data is recorded from your consultations with the GP or other Healthcare Practitioner, letters from other healthcare setting and from other agencies such as Social Services. We record all phones calls to and from the practice for the purpose of patient and staff safety, confidentiality, training and quality assurance purposes. The Speedwell Practice asks you for information so that you can receive proper care and treatment. We keep this information, together with details of your care, because it may be required when we see you again. We may use some of this information other reasons, for example

* To help us protect the health of the public generally
* To carry out medical and other health research for the benefit of everyone
* Sometimes the law requires us to pass on information, for example, to notify a birth

**Access to Medical Records**

You have the right to access your medical records and can do this online by signing up to Patient Access (there is a form included with your registration forms) or NHS App (please see for details on our website), these will also allow you to request repeat prescriptions online. You can also make a request writing to the practice, please ask staff for details.

**Appointments**

Please fill in an online consultation via our website for routine or urgent on the day appointments.

For Nurse and HCA’s appointments please call the reception on 020 8445 7587.

For more information regarding the practice please visit our website at: http://www.thespeedwellpractice.nhs.uk