**New Patient Registration Protocol – Stanley Health Centre**

*This protocol has been created to ensure a fair and effective process is followed when registering new patients at Stanley Health Centre.*

[*<<See NHS England Guidance here>>*](file:///\\wdpct-gp\GP_Practice\Shared\Stanley%20Health%20Centre\stanleydata\administration\Patient%20Registration\Patient%20Reg%20-%20-%20SOP%20for%20General%20Practice%20-%20Nov%2015.pdf)

Staff will follow the procedures set out in the SystmOne Online Help ‘F1’ to process a New Registration

**Registration Document (GMS 1)**

Patients are required to complete a GMS 1 form for each person (including new born babies) to enable a registration.

We also have a Patient Questionnaire and ask your preferences for Record Sharing

*Documents can be downloaded from our website or call in to pick one up*

**Identification**

We do not require ID to complete your registration

Visitors or those that have come to live here from abroad requesting registration for the first time will have a new record will be created

If you need assistance to register just ask our Receptionist or Administration staff, they will be happy to help you to register

**Transition between Practices**

Those already registered for NHS GP services elsewhere are eligible to receive services from that practice for up to 30 days of notifying them they are not living in that area ie: their previous practice cannot refuse to see them on the basis of not living within the practice boundary without giving a minimum of 30 days’ notice to allow provision of repeated prescriptions or medical reviews.

**Reasons we may Refuse a Registration**

* If a patient is living outside our practice boundary
* Is currently registered on the Safe Haven scheme