

Named GP:

New Patient Questionnaire

Please complete this confidential questionnaire so that we have accurate information relevant to your health care.

Please note that you will need to be seen for a new patient registration health check before you can see a GP.

To be completed by practice staff ONLY

Proof of Address seen:

Identification Seen:

Date completed: Checked by:

BP, Height & Weight : Imms Record STI Test Patient Online Access

Surname: Forenames:

Mr Mrs Ms Miss Master Other

Married Single Divorced Widowed With partner

'Phone Home: Address:

Work:

Mobile:

Date of birth: Email:

Are you happy for us to contact you by Email? Yes No

Are you happy for us to contact you by Text message? Yes No

Would you like to sign up for Online Repeats & Appointments? Yes No

Do you have a nominated Pharmacy for Electronic Prescribing? Yes No

If so, which one?

Occupation:

Live with:

Main language:

Next of kin:

Relationship:

Contact Number:

Country of origin: Date arrived in UK:

Refugee: Yes No Asylum Seeker: Yes No

Do you require an interpreter when you see the doctor/nurse? Yes No

If yes, please state in which language:

MEDICATION TAKEN (Please include prescribed and non-prescribed medication including over-the-counter drugs, alternative remedies and recreational substances, with doses and frequency. Please attach repeat order form if you have one).

Name of Medication	Dose	How often

PLEASE NOTE that for all new patients the doctors need to assess ALL previously prescribed medication before we can prescribe. Also, when consultants, both NHS and private, prescribe new or altered medication we may also need to review these.

We try to deliver the best possible service to all our patients by following local and national guidelines in order to provide the most evidence based care to all our patients. In some cases where previous prescriptions do not follow current guidelines these may need to be changed or stopped.

ALLERGIES (drugs and non-drugs)

No Yes Please state which drug + reaction to it

.....

SMOKING STATUS

- | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|
| Never smoked | <input type="checkbox"/> | Ex smoker | <input type="checkbox"/> |
| Current smoker | <input type="checkbox"/> | 10 – 19 cigarettes a day | <input type="checkbox"/> |
| 0 - 9 cigarettes a day | <input type="checkbox"/> | 40 + cigarettes a day | <input type="checkbox"/> |
| 20 – 39 cigarettes a day | <input type="checkbox"/> | Cigar smoker | <input type="checkbox"/> |
| Pipe smoker | <input type="checkbox"/> | | |
| e-Cigarette Smoker | <input type="checkbox"/> | | |

*Should you wish to stop smoking please read and keep the tear off slip below **

LIFESTYLE

Diet: Healthy Mixed Junk

Weight:

Exercise (what and how much)

Height:

Inactive Gentle Moderate Vigorous

CHLAMYDIA TESTING

We offer confidential routine Chlamydia screening for all patients aged 15 – 24. Is this something that you would like us to arrange for you? Yes No

INSURANCE

Do you have private medical insurance?

Yes No

ALCOHOL HISTORY

1 pint of beer/lager/cider	Alcopop	175ml glass of wine	Single measure of spirits	Bottle of Wine
2 units	1 ½ units	2 units	1 unit	9 units

Please complete the Alcohol Questionnaire below;

Questions	Scoring system					Your score
	0	1	2	3	4	
How often do you have a drink containing alcohol?	Never	Monthly or less	2 – 4 times per month	2 – 3 times per week	4+ times per week	
How many units of alcohol do you drink on a typical day when you are drinking?	1 -2	3 – 4	5 – 6	7 – 8	10+	
How often have you had 6 or more units if female, or 8 or more if male, on a single occasion in the last year?	Never	Less than monthly	Monthly	Weekly	Daily or almost daily	

Questions	Scoring system					Your score
	0	1	2	3	4	
How often during the last year have you found that you were not able to stop drinking once you had started?	Never	Less than monthly	Monthly	Weekly	Daily or almost daily	
How often during the last year have you failed to do what was normally expected from you because of your drinking?	Never	Less than monthly	Monthly	Weekly	Daily or almost daily	
How often during the last year have you needed an alcoholic drink in the morning to get yourself going after a heavy drinking session?	Never	Less than monthly	Monthly	Weekly	Daily or almost daily	
How often during the last year have you had a feeling of guilt or remorse after drinking?	Never	Less than monthly	Monthly	Weekly	Daily or almost daily	
How often during the last year have you been unable to remember what happened the night before because you had been drinking?	Never	Less than monthly	Monthly	Weekly	Daily or almost daily	
Have you or somebody else been injured as a result of your drinking?	No		Yes, but not in the last year		Yes, during the last year	
Has a relative or friend, doctor or other health worker been concerned about your drinking or suggested that you cut down?	No		Yes, but not in the last year		Yes, during the last year	

Scoring:

- 0 – 7 Lower risk,
- 8 – 15 Increasing risk,
- 16 – 19 Higher risk,
- 20+ Possible dependence



SOCIAL ISSUES e.g. homeless, asylum seeker, benefit status & exemptions etc.

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SUMMARY CARE RECORD

Are you happy to have basic details from your medical record uploaded onto the National NHS database so that NHS healthcare professionals in other parts of the country can access them should the need arise?

(Please see back sheet for further info)

Yes No * if no please complete an opt out form

Have you been registered or seen a doctor or nurse at this surgery previously? Yes No

Do you have a preference for a particular doctor?..... Male Female

Females only

- DATE of last cervical smear test: Result: Normal Abnormal
- Where last smear done? Previous GP Clinic Abroad
- Contraception used:
- DATE of last Breast Screening: Result:
- Pregnancies: dates, type of delivery and child gender:
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ETHNICITY

In order to help provide the best possible care for patients with specific needs, our local Primary Care Trust has asked us to obtain details of your ethnicity. This information is entirely confidential. If you would prefer not to give it, please indicate below.

British White	
Irish White	
Other White	
Mixed Race: White & Black Caribbean	
White & Black African	
White & Asian	
Other Mixed Race	
Indian	
Pakistani	
Bangladeshi	

Other Asian	
Sri Lankan	
Korean	
Black Caribbean	
Black African	
Other Black	
Chinese	
Other Ethnic Category	
I would prefer not to state my ethnicity	

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*** Stop Smoking help**

Our medical and nursing team strongly advise that patients do not smoke. If you would like help in giving up please make an appointment with one of our qualified stop smoking advisors within the nursing team. Alternatively some of the local pharmacists are qualified advisors.

For local information on stopping smoking call the Kick It helpline on 020 3434 2500 or email s.smoking@nhs.net Support materials can be found <https://www.kick-it.org.uk/>

The NHS smoking helpline can be contacted on 0800 169 0 169

Important Information about your Health Records – please read

The NHS is developing a new way of storing information called the **Summary Care Record (SCR)**.

Your Summary Care Record is an electronic record about your health. At first it will contain information about the medicines you take regularly, any allergies you have, and any problems you have had with medicines. This information will be uploaded from your medical records held at this surgery and held on a national NHS database, sometimes known as the 'spine'. It will be available for healthcare professionals to access, usually with your permission, unless you are too ill to give it. Only those directly involved in your care will be permitted to access your record, and the Government says that strict security measures will be in place at all times to prevent unauthorised access.

This Fact Sheet is not about the advantages and disadvantages of the Summary Care Record, although it tells you where you can obtain more information about this. This Fact Sheet is about how your decision whether or not to have a Summary Care Record is being made.

If you do not take any action, you **will** have a Summary Care Record. This is because the Government Agency responsible for the Summary Care Record, called Connecting for Health, is assuming that everyone wants a Summary Care Record unless they opt out.

This Practice believes that, as a patient, you should have the right to actively choose what should happen to your medical records and whether we should transfer information in these records to other organisations.

We are actively publicising details of the Summary Care Record to remind you that unless you send the Practice an opt-out form (available at reception) we will automatically create a Summary Care Record for you and this will automatically be uploaded onto the NHS national database.

If you don't opt out from the Summary Care Record now but change your mind at a later date, and decide that you want to opt out, it is important to be aware that if your SCR has ever been viewed by a medical professional, then whilst you can stop any further information from being added to it, you will not be able to have the previous data deleted. It can however be 'hidden' so that healthcare staff can't see it and can only gain access to it by submitting a request in writing.

Whilst at the current time Summary Care Records are not being created for any patients under the age of 16, this may happen in the future. If you are a parent or guardian and you do not want your child or children's records uploaded, you will need to tell the practice this by completing an opt out form - one opt out form will not suffice for a whole family; if you think your child or children are old enough to understand what is being proposed, you should talk it through with them.

You can obtain further information about the Summary Care Record by:

- Ringing the NHS Care Records Service Info Line on 0845 603 8510
- Logging on to www.nhscarerecords.nhs.uk

Application Form for Online Access – Over 16's

Surname	Date of birth
First name	
Address	
Postcode	
Email address	
Telephone number	Mobile number

I wish to have access to the following online services (please tick all that apply):

Booking appointments	<input type="checkbox"/>
Requesting repeat prescriptions	<input type="checkbox"/>
Accessing my medical record including test results	<input type="checkbox"/>

I wish to access my medical record online and understand and agree with each statement (tick)

1. I have read and understood the information leaflet provided by the practice	<input type="checkbox"/>
2. I will be responsible for the security of the information that I see or download	<input type="checkbox"/>
3. If I choose to share my information with anyone else, this is at my own risk	<input type="checkbox"/>
4. I will contact the practice as soon as possible if I suspect that my account has been accessed by someone without my agreement	<input type="checkbox"/>
5. If I see information in my record that is not about me or is inaccurate, I will contact the practice as soon as possible	<input type="checkbox"/>
6. I understand that my medical record is designed to be used by clinical professionals to ensure that I receive the best possible care. Some of the information within my medical record may be highly technical, written by specialists and not easily understood. I may also see something that I find upsetting and this may occur before I have spoken to my doctor, or while the surgery is closed and I cannot contact them.	<input type="checkbox"/>

Signature	Date
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For practice use only

Identity verified and password created by	Date	Photo ID and proof of residence <input type="checkbox"/>	Vouching <input type="checkbox"/>
Level of Access Enabled (tick)			
Medication and Allergies		Appointment Booking	
Immunisations		Prescription ordering	
Results		Access authorised by	
Problems			
All Coded Record			
		Date	

Online Services Records Access Patient information leaflet 'It's your choice'

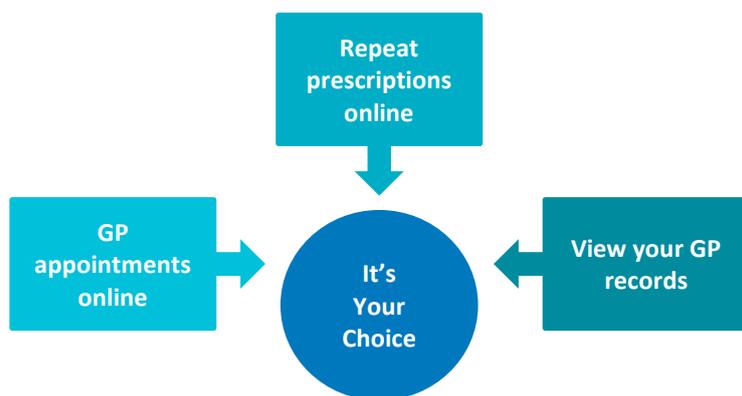
If you wish to, you can now use the internet to book appointments with one of our GPs, request repeat prescriptions for any medications you take regularly and look at your medical record online. You can also still use the telephone or call in to the surgery for any of these services - It's your **choice**.

Being able to see aspects of your record online might help you to manage your medical conditions. It also means that you can access the information from anywhere in the world should you require medical treatment on holiday.

If you decide not to join or wish to withdraw, this is your **choice** and practice staff will continue to treat you in the same way as before. This decision will not affect the quality of your care.

Online access to your medical record was first launched at the end of March 2015, you are only able to see certain aspects of your record. Initially this will mean that you can see any allergies or adverse reactions in your medical record along with your Prescription History. Over time you will be able to see other things like test results; immunisations and details of your consultations.

If you decide to register for access to Online Services (VOS) you will be given login details, so you will need to think of a password which is unique to you. This will ensure that only you are able to access your record – unless you choose to share your details with a family member or carer.



It will be your responsibility to keep your login details and password safe and secure. If you know or suspect that your record has been accessed by someone that you have not agreed should see it, then you should change your password immediately.

If you can't do this for some reason, we recommend that you contact the practice so that they can remove online access until you are able to reset your password.

If you print out any information from your record, it is also your responsibility to keep this secure. If you are at all worried about keeping printed copies safe, we recommend that you do not make copies at all.

The practice has the right to remove online access to services for anyone that doesn't use them responsibly.

To register for Online Access, please complete the Registration Form which is available at reception or on our website. For Access to your Medical Record we will require two forms of photographic proof of your identification.

Before you apply for online access to your record, there are some other things to consider.

Although the chances of any of these things happening are very small, you will be asked that you have read and understood the following before you are given login details.

Things to consider

Forgotten history

There may be something you have forgotten about in your record that you might find upsetting.

Abnormal results or bad news

If your GP has given you access to test results or letters, you may see something that you find upsetting to you. This may occur before you have spoken to your doctor or while the surgery is closed and you cannot contact them.

Choosing to share your information with someone

It's up to you whether or not you share your information with others – perhaps family members or carers. It's your choice, but also your responsibility to keep the information safe and secure.

Coercion

If you think you may be pressured into revealing details from your patient record to someone else against your will, it is best that you do not register for access at this time.

Misunderstood information

Your medical record is designed to be used by clinical professionals to ensure that you receive the best possible care. Some of the information within your medical record may be highly technical, written by specialists and not easily understood. If you require further clarification, please contact the surgery for a clearer explanation.

Information about someone else

If you spot something in the record that is not about you or notice any other errors, please log out of the system immediately and contact the practice as soon as possible.

More information

For more information about keeping your healthcare records safe and secure, you will find a helpful leaflet produced by the NHS in conjunction with the British Computer Society:

Keeping your online health and social care records safe and secure
<http://www.nhs.uk/NHSEngland/thenhs/records/healthrecords/Documents/PatientGuidanceBooklet.pdf>