

REGISTRATION INFORMATION

Am I eligible?

You may register permanently if you are normally resident in the UK for longer than 6 months in a year. If you are only staying in our Practice Area for a short time, ask to be registered as a temporary patient. Follow this link for more information: <https://www.chrispstreet.org/index.php/how-to-join-our-practice>

How do I register?

First, check you are in our Practice Area. If you are unsure, call us on **020 7515 4860**. Give the Receptionists your postcode so they may check online.

When can I register?

Telephone to pre-book a registration slot on:

- Tuesday & Thursday afternoons
- Wednesday & Thursday mornings
- Saturday mornings (one Saturday per month) 9-11:30am.

To save time, you can download and complete the registration pack from our web site: www.chrispstreet.org, or obtain it from our main Reception desk. Just complete the forms in advance and bring them with you for your registration appointment.

Alternatively, you can complete as much information as possible by using the online pre-registration option:

<https://patient.emisaccess.co.uk/Preregistration/?SiteId=195&SiteName=Chrisp%20Street%20Practice>

REMEMBER: You need to ensure that your address is in our catchment area before you start your pre-registration process. If you continue and submit pre-registration details for an out of area address, **we will not attempt to contact you**. The details will be deleted, so please check to avoid a wasted journey.

You need to come to the surgery within 2 weeks of completing your pre-registration details to finish your registration. If not, you will need to start the process again. **Completing your pre-registration details does not make you a patient at the practice. To complete your registration you need to come to the surgery. To do so:**

- Book a registration appointment.
- Bring a completed Registration Pack. If you do not bring this with you, please arrive 10 minutes early, so that you will have enough time to complete the forms from our registration pack before you attend your appointment.
- To enable online access (over 18's only) please bring a proof ID. It will be helpful if you can also bring a recent proof of address (within the last 3 months).

Monday - Friday between 9am-6.30pm for urgent registrations only (not Fridays between 1-2pm)

All patients over the age of 16 years must attend in person.

Children and babies do not need to be seen if the information provided is in order.

What should I bring with me?

	Adult aged 16+	Child		
		Under 16	Under 5	Newborn
If you have it	NHS Number/previous NHS card	NHS Number/ previous NHS card	NHS Number/ previous NHS card	NHS Number
To enable online access	Photo ID, e.g. driving license or passport	Not available for under 18's	Not available for under 18's	Not available for under 18's
Preferred additional information	Proof of address within the last 3 months (so we can get your details correct on our system)	Birth certificate	Birth certificate Red immunisation book	Birth certificate Any hospital discharge letters about the birth

For child safeguarding purposes, we may ask you to clarify family relationships and arrangements for the child/children you are registering. This is to ensure that those with legal responsibility for the child are aware he/she is being registered with us.

If you or your family members are from overseas and new to the UK, it is helpful if you can bring your passport or ID card, so we may ensure the information we have about you is correct.

Also, make sure that you give us an up-to-date telephone/ mobile number we can reach you on, and an email address so you can receive important communications from us.

Make sure you give us an up-to-date telephone/ mobile number we can reach you on, and an email address so you can receive important communications from us.

Is that everything?

On completion of registration, we will offer you an appointment to see an Assistant Practitioner plus a review by our pharmacist or a doctor if you need medication (especially if you have a long term condition such as Diabetes or COPD). Please bring a list of your current medication to this appointment.

You may also be asked to use our Healthcare Pod to record your BMI, blood pressure and other important healthcare details.

We will also ask you if you are interested in joining our Patient Group and provide you with some information about this.

REMEMBER: Please bring a list of your current medication to your registration appointment.

PATIENT QUESTIONNAIRE

Here at the Chrisp Street Health Centre, we want to ensure that we have your correct, up to date details as well as offering new services to meet the healthcare needs of our practice population. Please complete the details below in BLOCK CAPITALS and hand this sheet back to reception. Many thanks.

General Demographic Details (to confirm accuracy of our records) **Date of completion:** _____

Name: _____

Date of Birth: _____ **Gender:** Male Female Other

Mobile: _____ **Home Tel:** _____

Email: (please write clearly) _____

Do you consent to receive SMS notifications for clinical services? Yes No

Do you consent to receive email notifications for clinical services? Yes No

Do you consent to receive email notifications for non-clinical services (e.g. newsletter)? Yes No

Ethnicity: (please circle/specify as appropriate)

White British	White Irish	Black Caribbean	Black African
Bangladeshi	Pakistani	Indian	Somali
White / Black African	White / Asian	Mix White / Black Caribbean	Chinese
White Other _____		Any Other _____	

What is your main language? _____ **Do you need an Interpreter?** Yes No

Do you have any other communication needs? _____

Are you a Family Carer? Yes No

(If you spend time looking after a relative, child, partner or friend, who is frail, ill, or who has a disability, then YOU are a family carer.)

If yes who do you care for? _____ **Are they a patient here?** Yes No

Do you have a disability? Yes No

If so, what are your needs?

Online Services

Did you know that our Practice has a website www.chrispstreet.org? Yes No

Did you know that you can consult us online direct from our website? Yes No

Did you know that you can ask our Reception team for a hub appointment in one of the local Practices if you are unable to find a convenient appointment with your usual GP? Yes No

Did you know that you can leave your height, weight or blood pressure readings at any time by using our Waiting Room Health POD? Yes No

Would you like to sign up for our patient online services to view your medical records and results online; book or cancel appointments; and order repeat prescriptions? (**Adults over 18 years only**) Yes No

(If yes, there is a separate form to complete further down in the pack. It takes approx. 2 weeks to be issued with your individual log in codes from reception. You need to collect the log in details in person with a proof of photo ID).

Do you have a local pharmacy you would like us to send your prescriptions to:

Lansbury Pharmacy, Chrisp Street

Boots, Chrisp Street Market

Brittania Pharmacy, Poplar High Street

Other, please state clearly _____

Practice Procedures

Please confirm you understand and agree to the following procedures upon joining the Practice:

We will allocate you with a named doctor who you should see for your regular care.
We are unable to give you choice about who this is. Yes

You can pre-book telephone consultations with your own doctor. Yes

You may see other doctors at the Practice if you need to be seen quickly. Yes

If you feel you need an urgent, same day review, please telephone before 11am. Yes

If you feel you need a longer appointment, e.g. if you have language problems or lots to discuss, please request a **DOUBLE appointment**. Yes

We use an NHS approved national text messaging service which may occasionally be down for maintenance, so please write your appointments down. Yes

If you are **more than 10 minutes late** for your appointment, we will ask you to re-book. Yes

Missing several appointments may result in your removal from our list. Yes

Doctors & Nurses may run late from time to time which is usually beyond our control. Yes

HEALTH CHECK

Are you over 40 and NOT on any medications? Yes No

If yes, Reception we will book you in for a health check MOT if you have not had one in the last 5 years.

Are you taking any regular medications? Yes No

If yes, please make an appointment to see your named doctor GP.

Are you currently pregnant Yes No N/A

Please let us know if you think you need any of the following:

Cervical smear Yes No N/A

Sexual health testing Yes No N/A

Support to stop smoking Yes No N/A

Alcohol use advice Yes No N/A

Drug use advice Yes No N/A

Midwife appointment Yes No N/A

Support with benefits, debt,
housing, immigration Yes No N/A

Immunisations Yes No N/A

MY DETAILS

Height (if known) _____ feet _____ inch

Weight _____ stone _____ lb

_____ cm

_____ kg

PLEASE TURN OVER THE PAGE



Smoking

Please tick appropriate box (s)

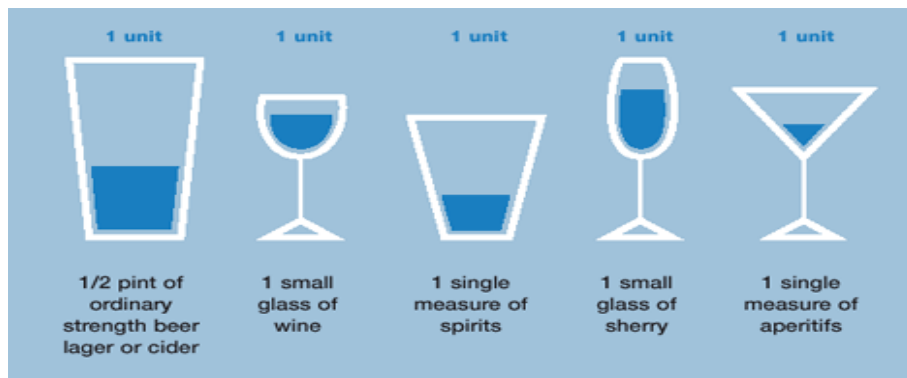
Never Smoked	<input type="checkbox"/>
Current Smoker	<input type="checkbox"/>
Cigarettes per day	<input type="checkbox"/>

Ex-Smoker Date Stopped:	<input type="text"/>
Rolled Tobacco	<input type="checkbox"/>
How many or oz/grams per day?	<input type="text"/>

Alcohol

Do you drink alcohol? Yes No

If yes, please complete table below noting that a unit is roughly as displayed in the picture.



Please tick the boxes appropriate for you:

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 - 9	10+	
How often have you had 6 or more units on a single occasion in the last year?	Never	Less than monthly	Monthly	Weekly	Daily or almost daily	
TOTAL						

Check Your Results:

Score	Advice
0-4	You are drinking within normal limits
5-7	You could be putting your health at risk. We advise you to cut down your alcohol intake. Ask us for a leaflet, or see your doctor if you need help with this
8+	Your alcohol intake may be harming your body. We advise you to see your doctor.

Your signature _____

Date _____

Visit our website www.chrispstreet.org for more health information.

Our practice offers a new service to test for latent tuberculosis (LTB)

If you have latent TB that would mean there are TB germs in your body that are ‘asleep’. You are not ill and you cannot pass TB on to others. However, the germs may ‘wake up’ in the future, making you ill with active TB.

Good news: Latent TB can be treated to prevent this happening. There is a **BLOOD TEST** to find this out. To find out if you are eligible to have the test, you need to answer the following questions:

- Have you arrived in the UK within the last 5 years? Yes No
- Are you between 16 and 35 years old? Yes No
- Have you settled from a country where TB is more common (see table below)? Yes No
- Have you spent more than 6 months in a country where TB is more common? Yes No

The following countries are considered to have high incidence of tuberculosis:

Afghanistan	DR Congo	Liberia	Philippines
Angola	Djibouti	Madagascar	Republic of Moldova
Bangladesh	Equatorial Guinea	Malawi	Rwanda
Benin	Eritrea	Mali	Sao Tome & Principe
Bhutan	Ethiopia	Marshall Islands	Senegal
Botswana	Gabon	Mauritania	Seychelles
Burkina Faso	Gambia	Mauritius	Sierra Leone
Burundi	Ghana	Micronesia	Somalia
Cote d'Ivoire	Greenland	Mongolia	South Africa
Cabo Verde	Guinea	Mozambique	South Sudan
Cambodia	Guinea-Bissau	Myanmar	Swaziland
Cameroon	Haiti	Namibia	Timor-Leste
Central African Republic	India	Nepal	Togo
Chad	Indonesia	Niger	Tuvalu
Comoros	Kenya	Nigeria	Uganda
Congo	Kiribati	Pakistan	UR Tanzania
DRP Korea	Laos PDR	Papua New Guinea	Zambia

If you answered **YES** to all of the above questions, you may have latent TB.

We would like to offer you the latent TB test. Please confirm if you want to take the test. **YES NO**

Public Health England (PHE) would like to share data about this programme, so they can understand how effective it is. We will share your data with Public Health England **unless you tell us not to**. You can still have the test if you do not want to share your data.

Please confirm if you want to share your data with PHE. **YES NO**

The Latent TB BLOOD TEST can be taken Monday – Friday AM only

Additional Information

CHAPERONES

We are committed to providing a safe, comfortable environment where patients and staff can be confident that best practice is being followed at all times and the dignity and safety of everyone is of paramount importance.

Any patient is entitled to have a chaperone present for examinations of procedures where they feel one is required. The chaperone may be a family member or friend. On occasions you may prefer a formal chaperone to be present, e.g. a member of staff.

Where possible we ask you to make this request when you book your appointment, so that arrangements can be made and your appointment is not delayed in any way. Where this is not possible, we will try to provide a chaperone, however occasionally it may be necessary to reschedule your appointment.

Your healthcare professional may also require a chaperone to be present for certain procedures.

If you would like a copy of our Chaperone Policy or have any questions or comments regarding this matter, please contact the Practice Manager or Senior Receptionists.

ADVOYAC AND INTERPRETERS

If you have language difficulties, we will try to book an interpreter for you. The service is offered by Barts Health NHS Trust who provide regular translators who come to the Practice. However, these appointments cannot be arranged at short notice, so if you need to be seen urgently please try to bring somebody with you. In an emergency we are able to use telephone translation. **If you have language problems we request that you always ask for a double appointment.**

MULTIPLE PROBLEMS

Remember an appointment only lasts 10 minutes. If you have several problems you wish to discuss in one consultation, please request a double appointment. This will ensure the doctor has sufficient time to deal with all your problems.

CLINICS RUNNING LATE

From time to time our clinics do run late. We always try to avoid running late but patients on the day can present with complex problems, or emergencies, that take a while to sort out. Please be patient when this happens. Ask the receptionist if you have concerns about the delay or check our notice (beneath the TV) for updates.

Application for online access to my medical record (over 18's only)

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)

1. Booking appointments	<input type="checkbox"/>
2. Requesting repeat prescriptions	<input type="checkbox"/>
3. Accessing my medical record	<input type="checkbox"/>
4. Accessing my documents, letters, 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. If I suspect that my account has been accessed by someone without my agreement, I will contact the practice as soon as possible.	<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. If I think that I may come under pressure to give access to someone else unwillingly, I will contact the practice as soon as possible.	<input type="checkbox"/>

Signature	Date

PLEASE NOTE ONLINE ACCESS TAKES UP TO 14 DAYS TO PROCESS

- Reception and Doctors to complete template (Online Access Approval)

Accessing GP Records Online - Patient Information Leaflet

Before we can give you access to your online medical records, we ask you to consider the points outlined in this leaflet.

You will be asked that you have read and understood this leaflet before consenting and applying to access your records online. The practice will also need to verify your identity.

Please note:

- **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 may not be able to offer online access due to a number of reasons such as concerns that it could cause harm to physical or mental health or where there is reference to third parties. The practice has the right to remove online access to services for anyone that doesn't use them responsibly.**

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>

Key considerations

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.

NHS DATA SHARING

We may need to share your data electronically (by computer). We may need to ask for your permission to do this. This is known as your consent. We appreciate some of the terms are complex, so if you do have any questions, please ask a member of our team.

Data Type	What Is It?	Who Can Access It?	What do I need to decide?
Summary Care Record <i>(see leaflet provided)</i>	A brief summary of your medical record, including your medication and allergies. This information will be available to other NHS organisations.	When you attend A&E, staff will ask for your permission to view your record (for a short duration only). Sometimes staff may access without your permission, e.g. if you are not conscious. But all access to your records is logged.	Nothing – this happens automatically. But if you wish to opt out, please complete the form overleaf.
Local data sharing	With your permission, we can share all or part of your medical record with other local services that are not part of the practice. This is useful for Out of Hours and Community Services such as the District Nurses who may need to see your records to make decisions about your care.	Community services including the District Nurses and Health Visitors. Also the local hubs offering evening and weekend appointments. Staff from the Out of Hours Service, Community Nurses, Health Visitors, GP Hubs.	You will be asked once to agree to your data being shared.
Tier 1 Objection	If you do not want information that identifies you to be shared outside your GP practice, for purposes beyond your direct care, you can register a Tier 1 opt-out with your GP practice. This prevents your personal confidential information from being used other than in particular circumstances required by law, such as a public health emergency like an outbreak of a pandemic disease. Locally this means your healthcare information will not be able to be viewed by local health care partners using local data sharing who maybe providing your care such as: Specialist Community Teams, Ambulance service, Out of hours GP's, hospitals and NHS 111.		
Tier 2 Objection	NHS Digital collects information from a range of places where people receive care, such as hospitals and community services. If you do not want your personal confidential information to be shared outside of NHS Digital, for purposes other than for your direct care, you can register a 'Tier 2 opt-out'. For further information about Tier 2 opt-outs, please contact NHS Digital Contact Centre at enquiries@hscic.gov.uk referencing 'Tier 2 opt-outs – data requests' in the subject line; or call NHS Digital on (0300) 303 5678; or visit the website: http://content.digital.nhs.uk/article/7092/Information-on-type-2-opt-outs		
Barts Health Information Exchange	GP data is shared with Barts Health NHS Trust's hospital system (and vice versa).	GPs at the Practice and hospital staff.	Only accessible by you agreeing at the point of need.
Clinical Effectiveness Group (CEG) at Queen Mary University of London	Anonymised data (where you are not personally identified) is collected from 3 boroughs including Tower Hamlets to gather information about local services and how effectively we are treating patients.	Clinical Effectiveness Group (CEG) at Queen Mary University of London gather the information for local audits. A data sharing agreement is in place with Practices and the CCG.	Not required because your information is anonymous.

NHS DATA SHARING

Summary Care Record

Please tick one of the boxes below if you have also read and understood information on the NHS Summary Care Record.

Summary Care Record (see previous page)

I do not want information from my medical records to be transferred to the NHS’s Summary Care Record which allows healthcare professionals to access my summary care record in an emergency when the GP practice is closed (e.g. by A&E).

“Practice code 9NdO – Express dissent from Summary Care Record dataset uploads”

East London Patient Record (ELPR) – Local Data Sharing (see previous page)

I do not want my data to be transferred to the Local Data Sharing (ELPR).

“Practice code 93C1 – Refused consent for upload to local integrated digital record”

Tier 1 Objection (see previous page)

I do not want my data to leave the practice for secondary uses.

“Practice code 9Nu0 – Dissent form secondary use of GP patient identifiable data”

Tier 2 Objection (see previous page)

I do not want my identifiable data leaving NHS digital for secondary uses.

“Practice code 9Nu4 – Dissent from disclosure of personal confidential data by NHS Digital”

I refuse as detailed above and acknowledge I can change my mind at any time.

Full Name:

Date of Birth:

Signature:

PLEASE HAND BACK TO RECEPTION

For Practice Use (version 4/1/16)
EMIS No:
Coded: <input type="checkbox"/>
Scanned: <input type="checkbox"/>