SITE: WENDOVER HEALTH CENTRE

HOW TO AMEND YOUR PERSONAL DETAILS AT WENDOVER HEALTH CENTRE

This leaflet will explain:

- **The system for amending your personal details at Wendover Health Centre**
- **Why we have this system**
- **How it will help you**

The System

Change of address

If you have moved home please can you notify the surgery as soon as possible by completing the relevant form and return it with proof of address. You can complete the form online at www.westongrove.com and send it to us electronically via the website, or you can download the form from the website and bring into the surgery. Alternatively you can request a form at reception. There is room to include all family members on one form. We would be very grateful if you could update us with your mobile phone number and email address, if you have one, on the form as this will give us additional ways of contacting you. Any personal information is of course treated with the utmost confidentiality.

Unfortunately, if you have moved outside of the surgery catchment area we will ask you to register with a surgery nearer to your new home. In exceptional circumstances such as those patients who are terminally ill, we are happy to retain them as patients as we recognise that continuity of care is important in these circumstances.

Change of name

If you marry or change your name by deed poll, please could you bring the relevant legal documentation into the surgery so that we may copy it and forward it to the Thames Valley Primary Care Agency who will amend your NHS records. You will also need to complete our 'change of details' form. This may take a few weeks to be completed. Please also keep us up to date with new home/work, mobile telephone numbers and email addresses.

Why we have the system

It is important that we have up to date contact details for our patients to enable us to communicate with you effectively and that we know where you live in case a home visit is required if you are poorly.

How it will help you

Keeping your details up to date with the surgery ensures that we can contact you easily should we need to. We can also advise you so that you can access a surgery close to your home.

Useful Contact Information