



## HOW TO REGISTER AS A PATIENT

### This leaflet will explain:

- **The system for registering as a patient at Bedgrove Surgery**
- **Why we have this system**
- **How it will help you**

### The System

When you first enquire about registering at Bedgrove Surgery the receptionist will ask where you are currently living and check that you reside within the catchment area. Each practice has a catchment area agreed with NHS England, to ensure that we can provide a range of services to all of our patients, including home visiting, within a reasonable time.

You will then be asked to complete the relevant forms that enable us to register you as a permanent patient at the surgery, these are:

GMS1 form – to provide us with your personal details  
Practice health questionnaire  
Alcohol questionnaire form

You will need to provide proof of identity:

Photo ID (passport or driving licence)  
Birth Certificate if any of the above is not available

and proof of address:

Utility bill / Council Tax  
Bank Statement  
Rental / Mortgage Agreement

We would ask that documents are dated within the last 12 months.

Patients can now also register at a new surgery via the NHS App. Please note that registration is only confirmed once we have contacted you.

We do however understand that for some patients this may be difficult, particularly if you are homeless or of no fixed abode. We encourage everyone to access healthcare, and

are supporting the GP Access cards inclusion scheme. We will not turn you away from registering with us if you do not have ID.

Please bring in the B side of your prescription slip if you need any medication on a monthly basis so we can up-date your records.

The relevant forms are available from the reception desk or via the internet [www.westongrove.com](http://www.westongrove.com) . Please provide as much information as possible.

Once your forms have been submitted we require up to seven days to process the information. If you need to see the doctor urgently, you may be asked to register as a 'temporary' patient in the interim (see 'How to register as a Temporary Patient' leaflet).

Once your details are entered onto our system, your notes are automatically requested from your previous surgery.

### **Why we have the system**

The system allows us to obtain the relevant contact and medical information we need, to request notes from your previous surgery and to provide you with local health care. We ask for identification for two reasons: to reduce the risk of identity fraud and to ensure that you live within our practice area.

### **How it will help you**

You will have access to medical care within a reasonable distance of your home.

If you need further clarification please contact:

Internet [www.westongrove.com](http://www.westongrove.com)  
Reception Number 01296 330330  
E-mail: [bedgrove.surgery@nhs.net](mailto:bedgrove.surgery@nhs.net)