



New Patient Questionnaire

We would be grateful if you would fill in this form to help us until your medical records are sent from your previous doctor's surgery. All information will be kept strictly confidential and handled with discretion.

Title (tick one):

Mr		Mrs		Miss		Ms		Other	
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Surname:

Forename:

Date of Birth:

Address:

Postcode:

Home: <input style="width: 90%;" type="text"/>	Work: <input style="width: 90%;" type="text"/>
Mobile: <input style="width: 90%;" type="text"/>	Email: <input style="width: 90%;" type="text"/>

Do you have a family member registered here ? If yes who is their GP?

Next of Kin: Name:	Relationship:	Tel:
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Do you have any allergies?
(please give details)

We may contact you by text message please let us know if you want to receive these.

Do you have a designated Social Worker or Carer? Yes No

Name of Social Worker/carer

Where are they based?

The Practice is required by the Department of Health to record the ethnicity of all new patients:

White/Caucasian		Black other	
Black African		Indian	
Pakistani		Bangladeshi	
Chinese		Other Ethnic Group	
Black Caribbean		Mixed Race	

What was the date of your last Smear Test _____

If you are taking any regular medication, you may need to book a routine appointment with your new Doctor

If you have regular medication please tell us where you would like to collect it from

		Boots (state location)	
Jardines		Tesco (state location)	
Cox & Robinson		Other (name and location)	

If you are a smoker, we strongly advise that you stop. The Practice holds a weekly Smoking Cessation Clinic and an appointment can be booked via Reception.

Do you smoke? No Yes If so, how many? _____

Have you ever smoked? Date of stopping: _____

Height (if known): _____ Weight (if known): _____

Do you drink Alcohol? No Yes If yes, please complete below:

Questions	Scoring System					Your Score
	0	1	2	3	4	
How often do you have a drink that contains 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 do you have 6 or more standard drinks on one occasion?	Never	Less than monthly	Monthly	Weekly	Daily or almost daily	

Scoring: A total of 5+ indicates possible hazardous or harmful drinking

Are you taking Warfarin When is your next review?

Within Milton Keynes we are offering newly registered patients the opportunity to be tested for HIV if you are aged between 16 – 65 years old.

You will not be able to have this test if you already have a current diagnosis of HIV, if you have had an HIV test in the last 3 months or if you are pregnant (as an HIV test is offered within your routine antenatal care)

Please tick the box if you wish to OPT OUT of this service

Please tick the box if you would like to book an appointment for the test

Please talk to Reception if you are over 16 and would like to come in for a New Patient Check with The Health Care Assistant.

As Part of your new registration appointment the registration clerk will check your blood pressure.

Are you a Carer if yes please register via our website

<https://www.mkvillagepractice.co.uk/navigator/register-a-carer/>

Milton Keynes Village Practice

Application Form to Use Online services

We reserve the right to de-register anyone from using the online system if they regularly miss or cancel at short notice appointments.

Name _____

Address _____

Date of Birth _____

Home Tel no: _____

Mobile no: _____

Work no: _____

Email address _____

Names of child or Dependant _____

Relationship to child/dependent. _____

I have parental responsibility/Power of attorney sign _____

- I understand that It is my responsibility to keep my account secure by keeping my details confidential
- I understand that I can terminate my account at any time by contacting the surgery, or change my log in details by re-registering and that this form will be kept on my electronic records
- I understand that my registration will be revoked if I constantly miss or cancel appointments

Signed _____

Date _____

Milton Keynes Village Practice

Online Services and Electronic Prescription Service

What is systemOnline?

SystemOnline is an electronic way to book your appointments and order repeat prescriptions and view your medical summary. It can be accessed by patients registered at Milton Keynes Village Practice.

How do patients gain access to this service?

Complete the application form and pass it to reception with one form of photo ID. Your user name and password will then be printed off you can then log on via the website.

What can you do with systemOnline?

Appointments: It is currently possible to book doctor's appointments via the online system however please continue to contact reception to book nurses appointments. If you are unsure as to whether you need a doctor or a nurse appointment, please contact the Surgery. Online appointments are currently set at 10 mins, if you feel you need a longer appointment then please contact the Surgery. If you subsequently decide you no longer require an appointment you have booked, please ensure that it is cancelled to enable the appointment to be offered to someone else. This can be done via the online facility or by calling reception.

Summary Record: Practices now offer patients access to their summary record. This includes medication, vaccination history, allergies and adverse reaction.

Medication: You can request your repeat medications via SystemOnline. For items not on your repeat list you will need to put a request in writing to your GP. Prescriptions will take two working days to be processed and if you have nominated a pharmacy to come in to collect your prescription, please allow three days.

Although the website is secure, users need to ensure their own precautions on other potential security breaches such as access via unsecured wireless connections or shared computers. Please keep your details safe.

Electronic Prescription Service (EPS)

With EPS you can order your prescription in the normal way (either in writing, email, Online or via the website) Your prescription will be sent electronically to your nominated pharmacy instead. This cuts out any time it would normally take for the pharmacy to come in to collect your prescription.

To use this service you will need to NOMINATE a pharmacy. Please be aware that not all medications can be prescribed electronically. Your GP or pharmacy can advise you further.

Further guidance notes for patients

For more information about EPS go to www.hscic.gov.uk/epspatients

THIS INFORMATION IS FOR YOU TO READ AND KEEP IF NEEDED



Your emergency care summary

Dear Patient

Summary Care Record – your emergency care summary

The NHS in England is introducing the Summary Care Record, which will be used in emergency care.

The record will contain information about any medicines you are taking, allergies you suffer from and any bad reactions to medicines you have had to ensure those caring for you have enough information to treat you safely.

Your Summary Care Record will be available to authorised healthcare staff providing your care anywhere in England, but they will ask your permission before they look at it. This means that if you have an accident or become ill, healthcare staff treating you will have immediate access to important information about your health.

Your GP practice is supporting Summary Care Records and as a patient you have a choice:

- **Yes I would like a Summary Care Record** – you do not need to do anything and a Summary Care Record will be created for you.
- **No I do not want a Summary Care Record** – enclosed is an opt out form. **Please complete the form and hand it to a member of the GP practice staff.**

If you need more time to make your choice you should let your GP Practice know.

For more information, visit the website at www.nhscarecords.nhs.uk, where you can find more detailed information or telephone the dedicated NHS Summary Care Record Information Line on **0300 123 3020**.

Additional copies of the opt out form can be collected from the GP practice, printed from the website www.nhscarecords.nhs.uk or requested from the dedicated NHS Summary Care Record Information Line on 0300 123 3020.

You can choose not to have a Summary Care Record and you can change your mind at any time by informing your GP practice.

If you do nothing we will assume that you are happy with these changes and create a Summary Care Record for you. Children under 16 will automatically have a Summary Care Record created for them unless their parent or guardian chooses to opt them out. If you are the parent or guardian of a child under 16 and feel that they are old enough to understand, then you should make this information available to them.

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Care Data

What is Care Data?

The NHS wants to make sure you and your family has the best care now and in the future. Your health and adult social care information supports your individual care. It also helps the NHS to research, plan and improve health care services in England.



Learn more about diseases



Prevent serious illness



Develop new treatments

Your confidential patient information provides numerous benefits. It is used in research to find cures and better treatments for diseases like diabetes and cancer. With your data, we are better able to develop and improve health and care services for the future

Confidential patient information can also be used to plan health care services more effectively. The NHS and local authorities can plan where they need to provide further care services more efficiently. This helps to improve health and social care for you and your family.

The NHS collects health and care data from all NHS organisations, trusts and local authorities. Data is also collected from private organisations, such as private hospitals providing NHS funded care. Research bodies and organisations can request access to this data; these include pharmaceutical companies researching new treatments, medical royal colleges, university researchers and hospital researchers.

Most of the time, we use anonymised data for research and planning. So your confidential patient information isn't always needed. If you do opt out, data that does not identify you may still be used.

Who can't use your data?

There are very strict rules on how your data can and cannot be used, and you have clear data rights. Access to confidential patient information will **not** be given for:

- marketing purposes
- insurance purposes

(Unless you specifically request this)

How your data is protected

Protection of your confidential patient information is taken very seriously and is looked after in accordance with good practice and the law.

Every organisation that provides health and care services will take every step to:

- ensure data remains secure
- use anonymised data whenever possible
- use confidential patient information to benefit health and care
- not use confidential patient information for marketing or insurance purposes (unless you specifically request this)
- make it clear why and how data is being used
- respect your decision if you decide to opt out
- only use information about you where allowed by the law

All NHS organisations must provide information on the type of data they collect and how it is used. Data release registers are published by NHS Digital and Public Health England, showing records of the data they have shared with other organisations.

Manage your choice

The national data opt-out cannot be set through GP systems. Anyone registered with the NHS who has an NHS number can register an opt-out online www.nhs.uk/your-nhs-data-matters or via telephone: 0300 303 5678

If you decide to opt out, this will be respected and applied by NHS Digital and Public Health England. These organisations collect, process and release health and adult social care data on a national basis. Your decision will also be respected and applied by all other organisations that are responsible for health and care information by March 2020.

An opt-out will only apply to the health and care system in England. This does not apply to your health data where you have accessed health or care services outside of England, such as in Scotland and Wales.

If you choose to opt out, your data may still be used during some specific situations. For example, during an epidemic where there might be a risk to other people's health.

You can change your mind at any time and opt in or out of sharing your confidential patient information.

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NHS SUMMARY CARE RECORD AND ADDITIONAL INFORMATION

Surname....., First Name.....

Your SCR is a copy of key information held in your GP record. It provides authorised healthcare staff with faster, secure access to essential information when you need unplanned care or when your GP practice is closed.

Your SCR automatically contains important information about any allergies or medication. You can then add additional information such as:

- Long term health conditions such as asthma, diabetes etc
- Your relevant medical history, past procedures or ongoing care
- Your preferences such as dietary requirements
- Your personal preferences such as your religion
- Immunisations

Specific sensitive information such as fertility treatments, sexually transmitted infections etc will not be included unless you specifically request them to be.

The purpose of this is to ensure you receive the best care from the NHS.

The information will be maintained and updated automatically once you agree.

Please choose from **one** of the three options below.

1) I do not want an SCR

2) I would like an SCR without additional information

3) I would like an SCR with additional information

The additional information I would like added is:

Date:

Signature: