

**APPLICATION TO REGISTER PERMANENTLY WITH A GENERAL MEDICAL PRACTICE**  
**ALL FIELDS MARKED \* ARE MANDATORY AND MUST BE COMPLETED AS FULLY AS POSSIBLE**



**1. PERSONAL DETAILS**

Is this your first registration with a GP Practice in the UK?                                  Yes                  No                                  Will you be in the area for more than 3 months?                                  Yes                  No

*(If 'No', please complete a temporary resident form)*

Male \*                  Female \*

Date of birth \*

Address \*

Title \*

Surname \*

Forenames \*

Previous surname \*

Postcode \*

Telephone #

Email address #

Mobile #

*# the data supplied in these fields will not be input to, or updated in, the Community Health Index (CHI), but will be held on the GP Practice's system.*

The following information can be found on your **current medical card**:

Community Health Index (CHI) number \*

NHS number \*

The following information can be found on your **birth certificate**:

Town of birth \*

Country of birth \*

Registered district of birth  
*(Scotland only)*

Mother's maiden name

**2. HELP US TO TRACE YOUR PREVIOUS GP HEALTH RECORDS BY PROVIDING THE FOLLOWING INFORMATION**

Address in UK when you were last registered with a GP \*

Name and address of previous GP Practice in UK \*

Postcode \*

Postcode \*

**If you are from abroad:**

Date you first came to live in the UK \*

If previously resident in the UK, date of leaving \*

Your most recent country of residence

**If you have served in the British Armed Forces:**

Service Number

Enlistment date \*

Are you a Reservist?                                  Yes                  No

If yes provide your address before enlisting \*

Leaving date \*

Postcode \*

Is this your first registration with a GP since leaving the armed forces?

Yes                  No

### 3. VOLUNTARY AUTHORISATION FOR ORGAN OR TISSUE DONATION

I would like to join the NHS Organ Donor Register as someone whose organs may be used for transplantation after my death. Please tick the boxes that apply. Your consent to organ donation will be shared with NHS Blood and Transplant together with the information you have provided in Section 1, including your name, gender, date of birth, address and CHI number. For more information on being an organ donor or privacy, please ask for the leaflet on joining the NHS Organ Donor Register or visit [www.organdonationscotland.org](http://www.organdonationscotland.org)

Any of my organs and tissue

**OR, my:**

Kidneys                      Eyes                      Heart                      Lungs                      Liver                      Pancreas                      Small bowel                      Tissue

Notes on tissue – Heart valves and corneas come under the ‘heart’ and ‘eyes’ boxes respectively so the ‘tissue’ box covers donating other types of tissue, such as your tendons.

Patient signature

Date \*

### 4. HOW WE USE INFORMATION

The information you have provided will be used by NHS Scotland to carry out its various functions and services including scheduling appointments, ordering tests, hospital referrals and sending correspondence.

Your information, including your name, gender, date of birth and address, will be passed to NHS National Services Scotland where it will be held on the Community Health Index (CHI). This information is used to register you with the GP Practice, transfer your medical records between GP practices in the UK, make payments to GP Practices for medical services provided, and to process and issue medical exemption certificates and entitlement cards.

NHS National Services Scotland shares information about you within NHSScotland to assist in the provision and improvement of NHS services and the health of the public. When we do this, we do it as described by NHS Scotland in the NHS Inform website under the “[How the NHS handles your personal health information](#)” section.

NHS Scotland is made up of various organisations such as NHS Health Boards, GP practices, the Scottish Ambulance Service or NHS National Services Scotland (the common name of the Common Services Agency for the Scottish Health Service). These organisations are individually responsible for your personal health information. In terms of data protection and privacy laws, they are known as ‘data controllers’.

Find out more about NHS Scotland in the link provided above.

### 5. PATIENT DECLARATION

I declare that the information I have given on this form is correct and complete. I understand that, if it is not, appropriate action may be taken. To enable NHS National Services Scotland to confirm my eligibility to lawfully register with a GP and for the purposes of prevention, detection, and investigation of crime, the minimum necessary information from this form could be disclosed to relevant authorities.

I understand that more comprehensive information about how NHS Scotland handles my data is available from NHS Inform.

This information can be provided in other languages and formats on request. The NHS Inform helpline provides an interpreting service.

Patient / Patient’s representative signature

Date \*

Representative’s name (if applicable)

Relationship to patient (if applicable)

### 6. FOR PRACTICE USE

GP reference number

GP name

Practice code

#### Identification seen – do not take or retain photocopies

Please initial each relevant box (it is recommended that at least one form of the identification is seen to positively identify the applicant although it is not mandatory to provide identification to register)

Birth cert                      Student ID card                      Driving licence                      Passport or HC2 cert                      Home Office app reg card                      Other / None

I accept this patient onto the practice list and declare that, to the best of my knowledge, this information is correct. I acknowledge that the details may be authenticated from appropriate records, and that payments generated from this patient registration will be subject to Payment Verification.

Authorised Practice signature

Date \*

### 7. FOR OFFICIAL USE ONLY

Input by

Checked by

Date

Practice stamp

Dr L Adams  
Dr C Martin  
Dr M Barr  
Dr G Vernon

Appointments: 01655 882708  
Prescriptions: 01655 883922  
Fax: 01655 882977  
Ref: 80491

Maybole Health Centre  
6 High Street  
MAYBOLE  
KA19 7BY

[www.maybolemedicalpractice.co.uk](http://www.maybolemedicalpractice.co.uk)

## ADULT QUESTIONNAIRE

<b>Title</b>		
<b>First Name</b>		
<b>Surname</b>		
<b>Date of Birth</b>		
<b>Telephone Numbers</b>	Home	
	Mobile	
	Work	
	Other	
<b>Email</b>		
<b>Have you had any serious illnesses or operations?</b> If so, could you please list them below:		
<b>Are you allergic to anything?</b> If so, please list them:		
<b>Are you taking any medications?</b>		
<b>Drug Name</b>	<b>Dose/Strength</b>	<b>Frequency</b>

<b>How much alcohol do you consume per week?</b>	
<i>(One unit of alcohol is equivalent to half a pint of beer, one glass of wine or sherry or one measure of spirits)</i>	
<b>How much exercise do you do, apart from at work?</b>	
<b>What is your current smoking status?</b>	
Current Smoker / Ex Smoker / Never Smoked Tobacco	
If you are a current smoker how many a day?	
Would you like help to stop smoking?	
<b>Are you a Carer?</b>	
If so who do you care for?	
E.g. Mother / Father / Friend / Grandmother / Grandfather	
<b>Is there a Family History of:</b> <i>(blood relative)</i>	
Coronary Heart Disease (heart attack, angina, coronary bypass)	
Diabetes Mellitus	
Stroke	
<b>WOMEN ONLY</b>	
<i>Have you had a hysterectomy?</i>	
<i>When did you last have a smear test?</i>	
<i>Was this smear normal?</i>	
<i>The practice has a computerised recall system for smears. Do you wish to be recalled for cervical smears?</i>	
<b>Is there any other information which you think that we should know?</b>	
<b>Signed</b>	

Dr L Adams  
Dr C Martin  
Dr M Barr  
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This short questionnaire will give surgery staff some basic information about your communication support needs and ethnicity to support your health care. More information about it is on the back of this form but please ask a member of staff if you need more explanation.

We should be grateful if you could complete one for each family member within/joining the practice.

Name \_\_\_\_\_ DOB \_\_\_/\_\_\_/\_\_\_

**Do you need an interpreter or sign language support? Yes No**

If you need an interpreter what language do you speak?

Please state \_\_\_\_\_

**What is your ethnic group?**

Choose ONE section from A to E then tick ONE box which best describes your ethnic group or background

**A White**

- Scottish
- English
- Welsh
- Northern Irish
- British
- Irish
- Traveller
- Polish
- Any other white ethnic group, please state \_\_\_\_\_

**B Mixed or Multiple Ethnic Groups**

- Any mixed or multiple ethnic groups

**C Asian, Asian Scottish or Asian British**

- Pakistani, Pakistani Scottish or Pakistani British
- Indian, Indian Scottish or Indian British
- Bangladeshi, Bangladeshi Scottish or Bangladeshi British
- Chinese, Chinese Scottish or Chinese British
- Other, please state \_\_\_\_\_

**D African, Caribbean or Black**

- African, African Scottish or African British
- Caribbean, Caribbean Scottish or Caribbean British
- Black, Black Scottish or Black British
- Other, please state \_\_\_\_\_

**E Other Ethnic Group**

- Arab
- Other, please state \_\_\_\_\_

If you **do not** wish to give this information, please tick here

## **Patient Information**

People registered with this practice and others in Scotland are being asked to give their ethnic group. Your ethnic group is the group you identify with because of your language, culture, family background or country of birth. It is not necessarily the same as your nationality. For example you may see yourself as White Scottish, Polish or Pakistani. Your ethnic group is important for your care as it may influence your risk of disease. Knowing your ethnic group may also help us to provide services that meet your individual needs and to check that our services treat people from all backgrounds fairly and equally. For children, information about ethnic group can be provided by parents or guardians.

People are also being asked to say whether they need an interpreter when talking with NHS staff, including the needs for sign language support.

### **Why am I being asked these questions?**

Practices in Scotland which are participating in this exercise are asking all their patients to give their ethnic group and if they need interpreter support when talking with NHS staff.

### **What do you mean by the ethnic group?**

An ethnic group is the group we identify with as a result of our culture, family background, the language we speak and the food we eat. For example most people in Scotland would identify themselves as White Scottish, while others might identify themselves as Indian. Ethnic group is different from nationality – for example people of many different ethnic groups have British nationality.

### **What has my ethnic group got to do with my health care?**

Diseases like diabetes, heart disease and cancer are more common in some ethnic groups than others. We want to make sure that NHS services treat people equally whatever their ethnic group, gender, age, religion, disability or medical background.

### **Isn't it obvious what my ethnic group is?**

No it isn't. Only an individual can say which ethnic group they identify with. It is important not to make assumptions about people asking.

### **Why do I need to answer a question about needing an interpreter?**

We know that most of our patients can speak English, but some people may find it difficult to explain their health problems in English. By collecting information on patients' needs for an interpreter, the NHS will be able to better plan their provision of interpreter services.

### **Who will have access to this information?**

Only staff in the practice will have access to information that identifies you personally. Sometimes it would be helpful to share this information with other NHS staff to make sure that your health care needs are met. This might happen for example if you are being referred to hospital. We sometimes prepare statistical reports for the NHS to help plan services and to check the NHS is treating people from different backgrounds fairly. These reports will never identify you individually.