

Great Chapel Street Medical Centre

13 Great Chapel Street, Soho, London W1F 8FL

Practice Code E87772

Telephone: 020 7437 9360

clccg.gcs@nhs.net

New Patient Registration Form

PLEASE COMPLETE PAGE 1, SIGN/COMPLETE PAGES 2+3 AND KEEP PAGES 4 AND 5 FOR YOUR RECORDS

First Name	Last Name
Known by any other name(s)?	Date of birth Telephone number
NHS Number (if known)	Town AND country of birth
First language Interpreter needed? YES / NO	Where are you sleeping?
Current address (or care of postal address)	Previous address(es)
Previous GP Surgery:	Do you regularly use drugs and/or alcohol?
Support worker name and number (if known)	Support services you attend (e.g. day centre)
Next of kin? <i>[someone you would want to be informed if you became very unwell and could not contact them yourself]</i> -Name: -Telephone number:	Do you have any communication or mobility difficulties we should be aware of?

Great Chapel Street Medical Centre

13 Great Chapel Street, Soho, London W1F 8FL

Practice Code E87772

Telephone: 020 7437 9360

clccg.gcs@nhs.net

As a practice, we have responsibilities to you. As a patient, we ask you to acknowledge and accept the following:

1. If you come to the centre intoxicated, or use substances on the premises, you will be asked to leave and will need to reschedule your appointment.
2. We will not tolerate threatening or aggressive behaviour. If you are abusive to staff or do not leave when requested, this may result in you being removed from our patient list.
3. We do not prescribe barbiturates, benzodiazepines, tranquilisers (sleeping tablets), opiates (including opiate substitutes such as methadone and/or buprenorphine) or amphetamines. You will need to register with another practice or return to your original prescriber if you wish to continue these. We also have a strict prescribing policy for gabapentin and pregabalin.
4. Great Chapel Street Medical Centre is a GP surgery for homeless people in Westminster. If you are re-housed and/or in settled accommodation (even if these remain within Westminster) you will need to register locally with mainstream GP services. If you are homeless and out of Westminster you will also need to register locally and we can support you to do so.
5. When you register at Great Chapel Street Medical Centre, your medical records usually transfer to us automatically. In some instances, this does not happen and we will need to contact your previous GP surgery for a medical summary in order to be able to provide appropriate care.

I understand and accept these terms and give consent for Great Chapel Street Medical Centre to contact my last GP surgery (if known) to request a summary of my medical information.

PRINT NAME: _____

SIGNED: _____

DATE: _____

Great Chapel Street Medical Centre

13 Great Chapel Street, Soho, London W1F 8FL

Practice Code E87772

Telephone: 020 7437 9360

clccg.gcs@nhs.net

PLEASE INFORM THE RECEPTIONIST IF YOU NEED INTERPRETER SERVICES

Patient Participation Group (PPG)

The Practice is committed to improving the services we provide to our patients. To do this, it is vital that we hear from people about their experiences, views, and ideas for making services better. By expressing your interest, you will be helping us to plan ways of involving patients that suit you. It will also mean we can keep you informed of opportunities to give your views and up to date with developments within the Practice.

If you are interested in getting involved in the PPG, please tick yes in the box below and we will contact you with further details.

Yes I am interested in becoming involved in the PPG

No I am not interested in becoming involved in the PPG

Online Services

You can now do the following online or via the SystmOnline app:

- Order repeat prescriptions and view your Summary of your Medical Record.

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.

Yes I'd like to register for online services

No I don't want to register for online services

Sharing Your Medical Record

Medical Record Sharing allows your complete GP medical record to be made available to **authorised healthcare professionals** involved in your care. **You will always be asked your permission before anybody looks at your shared medical record.**

If you don't want to share your GP record tick here:

Summary Care Record contains details of your key health information – medications, allergies and adverse reactions. They are accessible to authorised healthcare staff in A&E Departments throughout England. **You will always be asked your permission before anybody looks at your Summary Care Record.**

If you don't want to have a Summary Care Record tick here:

Homeless Health CIC Company No: 11071569

Great Chapel Street Medical Centre

13 Great Chapel Street, Soho, London W1F 8FL

Practice Code E87772

Telephone: 020 7437 9360

clccg.gcs@nhs.net

Page intentionally blank

Great Chapel Street Medical Centre

13 Great Chapel Street, Soho, London W1F 8FL

Practice Code E87772

Telephone: 020 7437 9360

clccg.gcs@nhs.net

PLEASE KEEP THIS PAGE FOR YOUR OWN RECORDS

YOUR DATA AND HOW WE USE IT

Health care professionals who provide you with care are required by law to maintain records about your health and any treatment or care you have received within any NHS organisation. These records help to provide you with the best possible healthcare.

We collect and hold data for the sole purpose of providing healthcare services to our patients. We may keep your information in written form and/or in digital form. The records may include basic details about you, such as your name and address. They may also contain more sensitive information about your health and information such as outcomes of needs assessments.

Confidential patient data will be shared within the healthcare team at the practice, including nursing staff, admin staff, secretaries and receptionists, and with other healthcare professionals to whom a patient is referred. Those individuals have a professional and contractual duty of confidentiality. Data is held in compliance with the Caldicott Guidelines and General Data Protection Regulations.

Further Information

If you would like any further information about primary or secondary uses of your GP record, opting out, the NHS Databases, access to your medical record, confidentiality, GDPR, or about any other aspect of NHS data sharing or your medical records, then please do contact the surgery's Caldicott Guardian / Information Governance lead via **clccg.gcs@nhs.net**

You have the right to access your own GP record. Details of how to do this can be found by contacting us on the email address above.

We are registered with the ICO – registration ZA 296951

Full details of the practice's Privacy Notice can be produced on request to the Practice Manager or Information Governance Lead **via the above email address.**

Great Chapel Street Medical Centre

13 Great Chapel Street, Soho, London W1F 8FL

Practice Code E87772

Telephone: 020 7437 9360

clccg.gcs@nhs.net

PLEASE KEEP THIS PAGE FOR YOUR OWN RECORDS

HELP US TO HELP YOU – PLEASE READ THE FOLLOWING GUIDANCE AND INFORMATION REGARDING OUR PRACTICE AT GREAT CHAPEL STREET MEDICAL CENTRE

1. Our doctors will usually issue medical certificates (also known as ‘fit notes’) following comprehensive medical assessments of your condition and, when necessary, only after having sufficient information regarding your previous medical history. We will usually require past medical records for ongoing conditions that require a new medical certificate. Therefore new medical certificates will initially be issued for a short period of time to assess the evolution of your condition
2. Our medical centre hosts services provided by other organisations such as Central London Community Healthcare (CLCH) and Central and North West London NHS Foundation Trust (CNWL) which are managed independently from our surgery and are responsible to their own policies and terms of service provision. Please ask for details at reception if you want clarification of a particular service and responsible bodies. The innovative role of consultant psychiatrist within primary care means that our psychiatrist employed by CNWL records their assessment/findings within the primary care record. This data is bound by the same NHS Confidentiality Code principles – please contact us if you require more detailed information around what this means for you and your records.
3. Our medical centre provides primary health (‘general practice’) services enhanced with specialist visiting clinics and social care work often provided in collaboration with other third party organisations. We regularly hold and attend multidisciplinary meetings, professionals’ meetings and case conference meetings for the benefit of our patients.
4. We also provide outreach clinics and in-house signposting, advocacy and support services to ease access to secondary services. We will support patients in their transition to permanent accommodation and resettlement in the community. It is the patient’s responsibility to engage with secondary services and follow up their housing and welfare needs.
5. In view of the COVID-19 pandemic we have made changes to our practice in keeping with NHS England/Public Health England national guidance for safe practice. The procedure for safe practice will be explained to you at the time of booking of your initial appointment. Upon arrival at the upstairs intercom, the receptionist will ask three screening questions around COVID-19 symptoms and if satisfactory, upon coming down the stairs to the medical centre, you will be given a mask and asked to use alcohol gel on your hands. The clinician who sees you for your appointment will be wearing Personal Protective Equipment (PPE) in accordance with national guidance.

THANK YOU FOR COMPLETING THE NEW PATIENT REGISTRATION FORM. PLEASE CONTACT US TO DISCUSS THE NEXT STEPS FOR REGISTRATION.