

Clinical Details for Re-Registering Patients 16+yrs

Please could each new patient (16 years and over) complete this clinical information form and **return it to reception.**

Title:..... First Name:..... Surname:.....

Contact and Communication

Home Tel:.....

Mobile Tel:.....

Please note we will send appointment reminders etc. to this number unless requested not to do so.

Work Tel:.....

E-Mail:.....

First Language:.....

Do you need an interpreter? Yes No

Please note if you have any information or communication support needs relating to a disability, impairment or sensory loss?

.....

Next of Kin Title:..... Name:.....

Relationship to Patient:..... Home Tel:.....

Mobile Tel:..... Work Tel:.....

Can we discuss your record with, and give results to them:.....

Medical Information

Do you have any allergies, if so to what?

Are you taking any medicines or tablets (please list & give dosages)?

Are you registered disabled, if yes please give details?.....

Do you have any other mental health issues, if yes please give details?.....

Are you receiving or have you received any treatment or therapy, if yes please give details of your care and when you received it?.....

Please indicate if you have ever suffered from (tick as appropriate):

Anxiety	<input type="checkbox"/>
OCD	<input type="checkbox"/>
Other	<input type="checkbox"/>

Depression	<input type="checkbox"/>
Bipolar Disorder	<input type="checkbox"/>

Details:.....
.....

Lifestyle Information

Height:..... Weight:.....

Do you smoke? Yes If yes: How many cigarettes do you smoke per day?.....
Gave Up How many Grams of tobacco per week?.....
Never

Would you like advice on giving up smoking? Yes No

For help and advice please visit <http://www.nhs.uk/smokefree> or call 0300 123 1044.

Do you exercise, if so what and how much?.....

What is your diet? No Special Diet Vegan Weight Reduction
Low Fat Vegetarian High Fibre

Details:.....

Alcohol Intake

A total scoring of 5+ indicates harmful drinking

	0	1	2	3	4	
How often do you have a drink that contains alcohol?	Never	Monthly Or Less	2-4 Times Per Month	2-4 Times Per Week	4+ Times Per Week	
How many standard alcoholic drinks do you have on a typical day when you are drinking?	1-2	3-4	5-6	7-8	10+	
How often do you have 6 or more standard drinks on one occasion?	Never	Less Than Monthly	Monthly	Weekly	Daily or Almost Daily	

Join Our Email Group

Help us to improve our services by joining our virtual patient participation group.
If you are **NOT** happy for us to contact you periodically by email please tick the box.

Electronic Prescription Service

The Electronic Prescription Service (EPS) is an NHS service. It gives you the chance to change how your GP sends your prescription to the place you choose to get your medicines or appliances from.

If you are unsure of what this means to you please ask at reception for a leaflet on EPS.

Name and address of nominated dispenser:.....

EMIS Access

If you would like online access to: View your medical record, order repeat prescriptions, view test results and book appointments please read the practice guidance for EMIS access enclosed in this pack, then tick the box.



Your emergency care summary This practice has joined the national Summary Care Record programme which enables each patient to have a summary of their key medical information held securely on the NHS central database, known as the NHS Spine. This summary record could be used in an emergency if you needed treatment when access to the medical record held by your GP was not available; for example if you call the doctor out of hours. You will always be asked to give permission for this record to be viewed and you have the right to decline.

Please indicate below whether you would like to have your own Summary Care record by indicating your decision below. A full explanation of each choice follows.

	My decision	Tick ONE
1	I wish to have a Summary Care record with core data only	
2	I wish to have a Summary Care record with core data and additional important medical information held on your record	
3	I do not wish to have a Summary Care record	

1. A Summary Care record will be created for you from your details held on our GP clinical system and will contain:
 - a. Any record we have of your current repeat medication, any acute medication (one-offs e.g antibiotics) and any recently discontinued medication
 - b. Any record we have of adverse reaction to medication
 - c. Any record we have of your allergies
2. A Summary Care record will be created for you containing the details itemised above in 1 a, b & c PLUS important additional information you and your GP agree would be useful. (e.g Diagnoses – Asthma, Diabetes etc; Implants – Pacemaker, End of life care etc) Please discuss this with your GP at your next visit.
3. A note will be made in your records that you do not wish to have a Summary Care record. Please note that if you attend A&E or if you need emergency treatment when the GP Practice is closed the clinicians treating you may not have access to key information to help them give you the most appropriate treatment.

Surname		Signature
First Names		
Date of Birth		

Hand this form in to the reception at your GP practice.

PLEASE RETAIN FOR REFERENCE

Sunny Meed Surgery

15-17 Heathside Road

Woking

Surrey

GU22 7EY

Monday to Friday 8:00–18:30

Telephone Number: 01483 766699

“Providing quality healthcare for all”

Welcome to Sunny Meed Surgery. We hope to be able to provide the best General Practice service possible and thank you for registering with us.

Please feel free to ask any of the team if you would like any further information about our or other local available services.

Website: www.sunnymeedsurgery.co.uk

We would encourage you to join our **on-line patient participation group** (to receive quarterly newsletters, annual e-mail surveys and invitations to information sharing meetings held at the surgery) and become involved in developing **‘Your General Practice’**.

Feedback can be given via: our website, ‘I Want Great Care’, NHS choices and ‘Friends and Family Forms’ forms at reception.

Branch Surgery:

Goldsworth Park Health Centre

Denton Way

Woking

Surrey

GU21 3LQ

Monday, Tuesday & Thursday 8:00–18:30

Wednesday & Friday 8:00–13:30

Telephone Number: 01483 766699

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Sunny Meed Surgery

Practice guidance for EMIS Access

Before you begin to use EMIS Access we would appreciate it if you could read the following guidance regarding the booking of appointments over the Internet. Please keep this page of the document for your own reference. We will also provide guidance on our website.

How Long To Book

Single (10 minutes)	Double / 2 Consecutive Appointments (20 minutes)
Asthma Review	Diabetic Review
INR Star	Diabetic Non-insulin Review
Pill Check	COPD Review
Single Ear Syringe	Cardiovascular Review
Depo Medrone Injection	Both Ear Syringe
Blood Test (5 minutes if available)	Smear
Pre-Diabetic Review	Dressing/Stitch Removal
Suspected Illness	Health Check
Illness	ECG
Follow Ups to Previous Consultations/Lab Results	Spirometry
Medication Review	Anaphylaxis Review
	Contraceptive Implant

Who to Book With

Doctor (Bourke, Rankin, Gil Rivas, Patel, Sahil & Brar)	Nurse (Clare, Sam & Sue)	Pharmacist (Nipa)	Healthcare Assistant (Holly)
Suspected Illness	Diabetic Review (Clare Only)	Diabetic Non-insulin Review	Blood Test
Illness	Diabetic Non-insulin Review (Sam Only)	Anaphylaxis Review	ECG
Follow Ups to Previous Consultations/ Lab Results	Cardiovascular Review	Medication Review	Spirometry
Medication Review	Smear	Asthma Review	Ear Syringe
	Pill Check	COPD Review	Health Check
	Ear Syringe	Cardiovascular Review	Pre-Diabetic Review
	Contraceptive Implant (Sue Only)	Spirometry	
	Depo Medrone Injection	INR Star	
	Dressing/Stitch Removal		
	Blood Test		
	ECG		
	Spirometry		
	Ear Syringe		
	Health Check		
	Asthma Review		
	INR Star (Sam Only)		

Reasons for Appointment

We would ask that you enter a reason for your appointment in the box provided when booking an appointment; this gives us the opportunity to ensure that it is appropriate for you to see the Doctor rather than a Nurse. Please be assured that all details entered are secure and cannot be intercepted. Our practice has a strict confidentiality policy.

Missed Appointments

Please let us know if you will be unable to attend an appointment that you have booked online. Either contact us by telephone to cancel it or cancel it online. This will allow us to offer the appointment to another patient. We realise that there are valid reasons for not attending; however, we will be monitoring such occurrences on a regular basis.

If you miss an appointment more than 3 times in a 12 month period you may be asked to leave the practice.

Appointments

Please ensure that you book the appointments appropriately as listed above. If you are unsure as to whether it is appropriate for you to see a Nurse or a Doctor please contact us by telephone.

Repeat Prescriptions

EMIS Access will give you a facility to send repeat medication requests to the surgery. We will still require 2 working days to process requests and if you request medication not on your repeat list it may take longer. You can monitor the progress of your request via you EMIS Access Homepage.

Grazed knee? Sore throat? Cough? Verruca?

Many illnesses or symptoms can be treated best at home with rest and over-the-counter medicines available from your local pharmacy.

Dear Patient,

Every year, patients make around 50 million visits to their GP with minor health problems such as coughs and colds, mild eczema, and athlete's foot. But by visiting your pharmacy instead, you could save yourself time and trouble.

All pharmacists can recognise many common health complaints. They can give advice or, where appropriate, medicines that will help to clear up the problem. If your problem is more serious and needs the attention of a GP, your pharmacist will recognise this and advise you to see your GP.

Instead of booking and waiting for a GP appointment, you can visit your local pharmacist any time: just walk in.

Most pharmacies are open in the evenings and on the weekends.

This helps to free up your GP's time, making it easier to get a convenient appointment with your GP the next time you need one.

Your pharmacist may be able to help with:

- Skin conditions, such as mild acne and mild eczema
- Cough and colds, including nasal congestion and sore throat
- Minor cuts and bruises
- Constipation and haemorrhoids (piles)
- Hay fever and allergies
- Aches and pains, such as headaches, earache and backache
- Indigestion, diarrhoea and threadworms
- Period pain and thrush
- Warts and verrucas, mouth ulcers and cold sores
- Athlete's foot
- Nappy rash and teething
- Travel medicines, sun creams and treatments for insect bites
- Head lice treatments
- Creams for bruising, tattoos and varicose vein
- Earwax removers

Some pharmacists can also provide truss fittings, stoma products and incontinence supplies.

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How can community pharmacists help me look after my health?

Pharmacists are highly skilled health care professionals trained in medicines, including those that can be purchased direct, and can help you to:

- Decide if you need to seek the advice of a GP for your condition
- Stop smoking (For more help and advice please visit <http://www.nhs.uk/smokefree> or call 0300 123 1044)
- Lose weight
- Understand more about medicine and how to take them

You can request a Medicines Use Review (MUR). The MUR is an appointment with a pharmacist to focus on how you are getting on with your medicines. IT usually takes place in a private consultation area in your local pharmacy, where you regularly get your prescriptions. It is an NHS service – you don't need to pay for it, and it is offered in most pharmacies.

You can prepare for many illnesses and minor ailment by keeping a small supply of over-the-counter remedies at home.

Essential items include:

- Pain and fever relief medicine like paracetamol or aspirin for adults (children under 16 or people with asthma should not take aspirin)
- Paracetamol or ibuprofen syrups for children (for example Calpol or Nurofen for Children)
- Cough and cold relief preparations
- Antihistamine tablets/liquids
- Mild laxatives
- Anti-diarrhoea medicines
- Oral rehydration mixture for diarrhoea and sickness
- Antacid and indigestion remedies
- Travel sickness tablets
- Tweezers and sharp scissors
- A Thermometer
- A selection of plasters
- Non-absorbent cotton wool
- Elastic bandages and dressings
- Creams for skin rash, bites, stings and cuts

Remember to keep the medicine cabinet in a secure, locked place out of reach of small children, always read the instructions and use the suggested dose. Watch for expiry dates and don't keep medicines past their sell-by-date.

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Urgent Service Information

There are times when going to **A&E** may be the most appropriate action to take due to the nature of your (your child's) illness or injury, however sometimes it may not.

Below is a list of **alternative services** that may be more efficient at providing the necessary care you require and make better use of the NHS resources:

- **Sunny Meed (and Goldsworth Park branch surgery)** has 'on the day' appointments for more urgent clinical problems.
- **A Duty Doctor** is available at the surgery to speak to if you call before 0930hrs to give clinical advice, book appointments, arrange prescriptions or onward referrals as required.
- **Messages** can be taken by reception throughout 'core' working hours of 8am until 6:30pm Monday to Friday and passed onto the Duty Doctor to action.
- **111 Service** is available 24 hours a day, 365 days a year.
On dialling 111, trained advisors (supported by experience nurses and paramedics) will give health care advice or direct you to the most appropriate local service, including dental care
Further information:
www.nhs.uk/NHSEngland/AboutNHSservices/Emergencyandurgentcareservices
- **Woking Walk in Centre (WIC)** is located in the Woking Community Hospital, Heathside Road and deals with minor illness and injury without an appointment (children should be 2 years and over).
Opening hours: 7am-8pm Monday to Friday and 9am-7pm weekends and bank holidays. Facilities include: request X-Rays between the hours of 9am-4pm Monday to Friday, make direct referrals to A&E or physio if needed
Tel: 01483 846209
Website: www.virginicare.co.uk/vc-providers/surrey-woking-walk-in-centre/
Other WICs include Weybridge and Walton (details available online)
- **Local Pharmacists** can also provide excellent medical advice, opening hours are variable, eg Boots Commercial Way in Woking Town Centre is open until 8pm and Boots Guildford Road is open until 9pm.

As a new patient to this Practice it is important that you have a New Patient Health Check with the Practice Nurse. Your health queries can be answered at this time. Please contact the surgery to arrange an appointment ASAP.