

Registration at The Derby Medical Centre. A Summary Guide

Registration enquires should be made between 9am and 12 noon. Ask for the registration department

Thank you for your enquiry to register at the Derby Medical Centre. As a practice we are required to make sure that all patients that register with us are entitled to NHS services.

In order to process your request(s) we will need to establish the following point:

Are you a new patient that has moved into and now living in the area?

We will then check to ensure that your address is within our practice boundaries.

If the answer is **YES** we will require the following:

- To complete a purple GMS 1 Form or fill out your new details on your old medical card for each person you wish to register.
- To complete a medical questionnaire for each person (there are 2 different medical questionnaires 1) for patients 14 years and under and 2) patients over 14 years old and over.

Once these are completed we will need to see proof of address:

1. Proof of address i.e. Utility Bill, Council Tax. A mobile telephone bill will not be accepted.
2. Passports for all patients.

In addition to the above (Points 1 & 2) we will also require other information for patients from the EU and Non EU countries.

EEA Nationals

We will need to see a valid EHIC card (European Health Insurance Card)

If you need to see a doctor for a condition that has developed since arrival in the UK or for pre-existing conditions requiring treatment whilst on holiday then you are entitled to NHS services free of charge as long as you have a EHIC card.

**If you are now going to settle in the UK then you will need to demonstrate that you are here to stay by producing a council tax bill / utility bill and an original employer's letter stating permanent employment or length of employment.

Patients from the EU that hold a E112 form will need to produce this instead of the EHIC card.

Non EU Nationals

The information that is held in your passport will verify your eligibility for NHS services i.e. Visa documentation & evidence that you are here to settle ** see above

Au Pairs

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The information that is held in your passport will verify your eligibility for NHS services i.e. Visa documentation.

We will also require a supporting letter from the family you are working for stating how long you are staying with them. You are only entitled to NHS services whilst you are with your family.

If your documentation shows an expiry date e.g. Visa, Contract of employment, UK residence permit etc then your registration with this practice will end on that date unless you inform us and prove the extension.

All patients that wish to register need to take the necessary forms home to complete (these can be obtained from reception at any time between 8.15am and 6.15pm Monday to Friday) and **return them between 9am and midday Monday to Friday to our registration department with all the necessary documentation.** Please give your completed forms and supporting documents to reception and wait whilst these are checked and the necessary documentation is photocopied.

All passports and other supporting information will be photocopied by the practice and scanned onto your medical records.

All of the documents that are required need to be produced prior to appointments being made and your registration is accepted by the practice.

If you are unable to produce the required documents or that your registration status has expired and need to consult a doctor then you will be treated as a private patient and charged £50.00 for every consultation. All medication will be charged for separately at the chemist.