***A Teaching General Practice of the University of Birmingham***

 **WOODLAND ROAD SURGERY**

 **57 WOODLAND ROAD**

 **NORTHFIELD**

 **BIRMINGHAM**

 **B31 2HZ**

**DR M P ALLEN TEL: 0121 475 1065**

**DR M SHEVKET**

**DR H SCOTT-COOK**

**MS R JACKSON**

Dear new patient

Firstly welcome to Woodland Road Surgery. As a very popular surgery we have many new patients registering every week, it is therefore vital that we follow a careful process for new registrations to ensure that we are able to take over your care in a safe and efficient manner. Please take a moment to read through this letter alongside the other forms and documents in this pack.

We ask that you complete all of the registration forms in full. This gives us the opportunity to gain key information from you regarding your medical history and any ongoing conditions or medications you may have. We also need to record your current smoking and alcohol status, your height and weight as part of our basic health status assessment.

So that we can give your new registration the time it deserves we ask that you return your completed forms to reception on any working day between the hours of 11am and 3pm. The receptionist will then check that everything has been completed in full. Within a few hours of receiving your completed forms you will formally be registered onto the practice system and you are then free to arrange appointments as necessary.

**If you are in receipt of regular, repeat medication then please try and provide us with a copy of your most recent repeat prescription tick list, this would have been on the reverse of your last prescription from your previous GP. If you do not have a tick list then you can bring confirmation from your pharmacy or packaging from your medication to reception and we can add it to the system.**

**IF YOU CANNOT PROVIDE ANY OFFICIAL EVIDENCE OF THE MEDICATIONS YOU HAVE BEEN PRESCRIBED, OR IF YOU ARE IN RECEIPT OF CERTAIN CONTROLLED MEDICATIONS, THEN ONLY A GP CAN SET UP MEDICATION FOR A NEW PATIENT. PLEASE ASK A RECEPTIONIST FOR GUIDANCE.**

If you don’t have your NHS number to complete your purple form then you can easily get this by contacting your last surgery.

We do not ask for any identity documents as part of the registration process, however if you wish to register for online services there will be a further process to complete that includes proving your identity.

Once again welcome to Woodland Road Surgery and if you have any questions or concerns relating to the new patient process or any other aspect of our service then please speak to one of our receptionists, or you can ask for Jean who is our Reception Supervisor.

Many thanks for choosing Woodland Road Surgery.

Yours faithfully

Rachael Jackson