

## **REGISTERING AS A PATIENT**

Welcome to The Valley and Chilwell Meadows Surgeries

This practice accepts patient who have moved into, or are living in, our catchment area. A map of the practice area and boundaries is on our website and is printed in our Practice Leaflet which is included in the registration pack.

### **Registration forms and proof of identity and address**

To register as a patient you will need to complete a registration pack, which is available from reception, and also provide identification (passport, driving licence, visa etc) and evidence that you permanently live at an address in our practice area for a settled purpose (utility bill, council letter, bank statement etc).

Individuals wishing to register with the practice temporarily, whilst away from their permanent UK address, will also need to provide full details of their usual doctor and surgery. We may need to contact your usual doctor as part of any treatment we provide you with and will need to forward them details afterwards, to ensure that your medical records remain up to date.

Please provide us with a daytime contact number in addition to your home telephone number if possible as there may be times when we need to contact you promptly during opening hours. It is a requirement that any changes in personal details such as name, address, contact telephone numbers are communicated to the practice promptly.

If you move to an area outside the practice boundary you will need to register with a practice more local to your new address. Travelling distance and time for medical staff to provide home care visits for patients too ill to attend surgery must be kept to a minimum, to ensure as prompt a response as possible in meeting these needs.

### **Acceptable Identification Documents for Registration at the Practice**

<b>Name Identification</b>	<b>Address Identification</b>
Any one of the following - <ul style="list-style-type: none"><li>• Current Signed Passport</li><li>• Current UK Driving Licence</li><li>• Blue Disabled drivers document</li><li>• Current benefits or state pension Notification letter confirming rights To benefits for the current period.</li></ul>	Any one of the following documents dated within the past three months unless otherwise stated. <ul style="list-style-type: none"><li>• Recent utility bill or statement showing current address in our area ie. Electricity, water, council tax, telephone, mobile phone.</li><li>• Local authority tax bill for the current year</li><li>• Bank or building society statements</li><li>• Credit/Store card statement</li></ul>

Linda Allum

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<ul style="list-style-type: none"> <li>• Current HMRC tax notification eg PAYE coding, statement of account (P45s and P60s are not official HMRC Documents)</li> <li>• Shotgun or Firearms Certificate</li> <li>• Travel documents issued to foreign nationals granted permission to remain in the UK</li> <li>• Current EU/EEA driving licence</li> <li>• Residence permit issued by the Home Office to EU nationals</li> <li>• EU/EEA member state identity card</li> </ul>	<ul style="list-style-type: none"> <li>• Mortgage Statement</li> <li>• Local Council Rent Card</li> <li>• Tenancy Agreement</li> <li>• Solicitors letter confirming recent purchase of your property</li> <li>• Addressed payslip</li> <li>• TV licence</li> <li>• DVLA vehicle registration document</li> <li>• Insurance Document</li> <li>• Benefits document or any other government department issued document</li> </ul>
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### Under 16s

Children under the age of 16 whose parent/guardian is registered with the practice /registering at the same time will need to provide either:

- Original birth certificate or a certified copy
- Passport

**If you are unable to provide any of the above documents please speak to a member of the reception team who will be able to discuss alternative documents.**