

Baddow Village Surgery

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Welcome to Baddow Village Surgery

You will find all the information you need about our services, operational hours, appointment system, patient information booklet and other health care details on our website

www.baddovvillagesurgery.co.uk

If you cannot access the website please ask a reception team member for a copy of our patient information booklet.

When you have completed the registration forms you will need to take them to reception with photographic proof of identity, such as a driving licence or passport, and proof of address such as a bank statement or utility bill but not a mobile phone bill. Please ensure you complete all sections of the consent form.

If you are on regular medication which is issued each month please make an appointment with your usual GP within the next four weeks.

As you will have photographic proof of identity with you when registering please sign up for online access (SystemOnline). With online access you will be able to book appointments, request repeat prescriptions, view your summary care record and have access to your detailed coded record, subject to GP approval, which includes vaccinations, blood test results and your medical summary. Parents are also able to apply for proxy access for a child up to the age of 11 years.

If you normally collect repeat prescriptions from the same place, or if you collect them on behalf of someone else, you could benefit from EPS (Electronic Prescription Service). Let a member of the reception team know your preferred pharmacy at the time of registration or speak to a dispensary team member if you decide to sign up to this service at a later date.

The advantages to you are:

- you can collect repeat prescriptions directly from a pharmacy without visiting your GP
- you won't have paper prescriptions to lose
- you may spend less time waiting in the pharmacy
- the service is reliable, secure and confidential

How Baddow Village Surgery uses your information to provide you with healthcare

You can access our Privacy Information Leaflet for Adults and our Privacy Information Leaflet for Children on our website www.baddovillagesurgery.co.uk

If you do not have access to the internet and would like a printed copy of either leaflet please ask one of our reception team members.

Our Patient Privacy Notice is available on our website and in the waiting room on the Your Clinical Data/Your Care noticeboard.

Keeping in Touch

Please consider giving consent to your email address being added to our PPG (Patient Participation Group) contact list so that we can send information on behalf of the PPG such as newsletters and patient questionnaires and the Practice can send information that is not related to your direct health care. Please note that historically we have sent three or four emails each year.

You can withdraw your consent at any time by emailing baddow.surgery@nhs.net

Baddow Village Surgery

Adult New Patient Questionnaire

Thank you for taking the time to complete this questionnaire. The information given is strictly confidential and is important for the nurse or GP who may need to treat you before we have your medical records from your previous GP. You will need one photographic form of identity plus proof of address such as a utility bill, bank statement, solicitor's letter but not a mobile phone bill.

Your Details	Date Completed:
Title: Mr/Mrs/Miss/Other (Please delete as appropriate)	Surname:
Date of Birth:	First Names:
Home Telephone No:	Previous Surname:
Mobile Phone No:	Email Address (please write clearly)
Marital Status:	
Have you ever been registered at Baddow Village Surgery? Yes/No	
Occupation: Please state if not working, retired, homemaker or if a student in full or part time education please state the school/college/university you are currently attending:	

Next of Kin	
Name:	Relationship:
Address:	Home Telephone No:
	Mobile Telephone No:
Post Code:	

Do you help to care for a person who would not be able to manage without your help? This may be a partner, relative or friend. Yes/No (please delete as appropriate)	
Name of person you care for:	
Relationship to person cared for:	Is person registered at this surgery?

Gender Please choose one category and mark the appropriate box
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Male (including trans men)	Woman (Including trans women)
Non-binary	In another way (please state)
Is this the gender you were assigned at birth?	Yes / No

Sexual Orientation Please choose one category and mark the appropriate box	
Lesbian or Gay	Straight or Heterosexual
Bisexual	Other (please specify)

Ethnicity Please choose one category and mark the appropriate box				
A White	B Mixed	C Asian or Asian British	D Black or Black British	E Chinese or other ethnic group
British	White and Black Caribbean	Indian	Caribbean	
Any other white background. Please write in:	White and Black African	Pakistani	African	Any other Chinese group. Please write in:
	White and Asian	Bangladeshi	Any other Black background. Please write in:	
	Any other mixed background Please write in:	Any other Asian background Please write in:		

First Language:

Past Medical/Surgical History: Please give details of any relevant history and dates of any hospital admissions, surgery, serious illness, tests or investigations:
1
2
3

4
5
Allergies Please list and give details of any allergies
1
2
3

Family History
Please tell us something about you and your family. Has any parent, grandparent or sibling suffered or died from any of the following

Disease	Family Member
Heart Disease	
Stroke	
Diabetes (Type 1 or Type 2)	
Asthma	
Cancer	

Immunisations/Height and Weight

Date of last Tetanus if known:

Height:	Weight:
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Exercise and Activity

How much walking do you do each day? _____ minutes

Do you take any regular exercise (more than one hour per week) or participate in any sport? Eg visit the gym, cycle, job, play tennis, football, netball, etc

YES/NO

If yes please specify what you do, how many times per week and length of time spent on each activity

If you are active in other ways such as gardening, DIY or household chores, please specify

Smoking ([please tick appropriate box)

Never Smoked	<input type="checkbox"/>
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I currently smoke <input type="checkbox"/>	How many cigarettes per day
I am an ex-smoker <input type="checkbox"/>	I gave up in(year)
<p>If you are currently a smoker but are considering stopping, an information leaflet is available at reception for advice and tips.</p> <p>Would you like us to refer you to a community smoking cessation provider?</p> <p>YES/NO</p>	

Alcohol					
Please circle the answer that best describes your drinking habits for the following 3 questions					
How often do you have a drink that contains alcohol?	Never	Monthly or less	2-4 times per month	2-3 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

Are you a Veteran? (Please tick box)	
YES <input type="checkbox"/>	NO <input type="checkbox"/>

Women, Trans Men and Non-Binary people with a cervix (or other people with a cervix)	
Date of last cervical smear	
Date of last mammogram	
Method of contraception (if applicable)	

Patient Online: Registration form

Application for online access to my medical record

Surname			
First name			
Date of birth			
Address			
Postcode			
Telephone number		Mobile number	

I wish to have access to the following online services (tick all that apply):

1. Booking appointments	<input type="checkbox"/>
2. Requesting repeat prescriptions	<input type="checkbox"/>
3. Accessing my summary care record	<input type="checkbox"/>
4. Accessing my medical record – Detailed Coded Record (will need GP approval)	<input type="checkbox"/>

I wish to access my medical record online and understand and agree with each statement (please tick)

5. I have read and understood the information leaflet provided by the practice	<input type="checkbox"/>		
6. I will be responsible for the security of the information that I see or download	<input type="checkbox"/>		
7. If I choose to share my information with anyone else, this is at my own risk	<input type="checkbox"/>		
8. I will contact the practice as soon as possible if I suspect that my account has been accessed by someone without my agreement	<input type="checkbox"/>		
9. If I see information in my record that it not about me, or is inaccurate I will contact the practice as soon as possible	<input type="checkbox"/>		
10. I consent to receiving information by email. Please clearly write email address and tick box to indicate consent:			
11. I consent to receiving SMS text messages. Please tick box to indicate consent.			
Signature		Date	

For practice use only

Identity verified through (tick all that apply)	Vouching <input type="checkbox"/> Vouching with information in record <input type="checkbox"/> Photo ID <input type="checkbox"/>	Name of verifier	Date
Name of person who authorised (if applicable)		Date	
NHS number		Practice computer ID number	
Date account created			
Date password given			
Level of record access enabled	Prospective <input type="checkbox"/> Retrospective <input type="checkbox"/> All <input type="checkbox"/> Limited parts <input type="checkbox"/> Contractual minimum <input type="checkbox"/>		

Fact sheet provided by NHS Digital

What you need to know about your GP online records

Wouldn't it be great if you could look at your GP records online? Well, you can! You can also book and cancel appointments at your GP surgery and order repeat prescriptions online. You can already see some of the information in your GP online records, including your medications and allergies. Now you are able to see even more. This includes illnesses, immunisations and test results and, if you have access to your full clinical record you will also be able to view hospital letters and consultations. Each GP surgery will make this information available at different times, as their computer systems become ready.

Just like online banking, you can look at your GP records on a computer, a tablet or a smartphone, using a website or an app. If you would like to start using online services, see the *Getting Started with GP Online Services* guide for more information. Information on how to get started is also available online at www.nhs.uk/patientonline or from your surgery or on their website.

What's in it for you?

You can look at your records whenever you choose to, without needing to print them. Online records are up to date and more secure than a printed paper record which could get lost or seen by others.

People who have long term conditions, for example diabetes, hypertension or coronary heart disease, have found that looking at their test results online helps them make positive changes to improve their health. They can see if their condition is improving or getting worse by looking at past test results. Adam, a patient at University Health Centre said 'Record access is useful for those, like me, who need to have more regular contact with their GP'.

You can look at your medical records before your appointment to see if there is anything you need to discuss with your doctor or nurse. This could be your test results, illnesses you have had in the past or any new information added to your records. This would help you discuss any concerns you may have and help you benefit more from your appointment.

Sometimes when you see your doctor, you are given a lot of information which you may not be able to remember it later. You may also want further information once you have had time to think about what was said. You can look at your online records after your appointment to make sure you understood what your doctor or nurse said.

One of the most useful things patients have found is that you can make sure your medical information is accurate. For example, you will be able to let your doctor know if you have an allergy to a medicine and it is not recorded.

Before you go on holiday, you can check if your vaccinations are up to date without having to go to your surgery.

Understanding your records

Your records are written to help medical people look after you and so in some cases, you may not understand everything you see. If you find anything difficult to understand, as well as talking to your doctor or nurse, you can go to the NHS Choices website by using this link www.nhs.uk. NHS Choices is the NHS website for patients so you can look for information on illnesses, improving health and to find NHS services in your local area.

Other websites frequently used to search for information on illnesses and test results are Patient – www.patient.info and Lab Test Online UK – www.labtestsonline.org.uk. Although these are not owned or checked by the NHS, other patients have found them useful.

A few things to think about

There are a few things you need to think about before registering for online records. On very rare occasions your GP may not think it in your best interest for you to look at your GP records online. If this happens, your GP will discuss their reasons with you. It is up to your GP to decide if you should be allowed access to your online records. You may see your test results before your doctor has spoken to you about them. This may be when you cannot contact your surgery, or when your surgery is closed. This means you will need to wait until an appointment is available to talk to your doctor.

Information in your medical records might need correcting. If you find something you think is not correct, you should contact your surgery. The staff will be able to answer your questions and set things right when needed. Please bear in mind that you cannot change the record yourself.

There may be information in your medical records that you did not know was there or that you had forgotten about, such as an illness or an upsetting incident. If you see anything you did not know about that worries you, please speak to your surgery and they will discuss this with you.

If you see someone else's information in your record, please log out immediately and let your surgery know as soon as possible.

If you have questions about any of the above points, please talk to your surgery and they will be able to advise you further.

Consent for Communications and Accessibility Information Standard

Please ensure you complete all sections of this form including consent for email, SMS and telephone call recording

Consent - Please sign each box where you give your consent	
SMS – Text messages are used to send confirmation of booked appointments, reminders about reviews and specific clinics i.e. 'flu	Sign here
Email – Email is an efficient and cost effective form of communication and is a faster way to get information to you than post	
Email address:	
Email – Consent for your email to be kept on your health record and used to send information regarding your healthcare i.e. reminders about reviews and requests to call the surgery following a test	Sign here
Email – Consent for your email to be kept on a contact list which is used to send other information from the surgery including newsletters, PPG (Patient Participation Group) notices and any other surgery related information	Sign here
Preferred Method of Contact - Please indicate how you would prefer us to contact you.	
Telephone Call Recording - all incoming and outgoing calls are recorded. This is our standard operational procedure. If you do not consent to your telephone call being recorded we will not be able to provide medical services to you	Sign here
You have the right to withdraw consent for any of the above forms of contact. You can do this via SystmOnline, send an email to baddow.surgery@nhs.net or inform a member of staff.	
Patient Name:	Patient DOB:

The Accessible Information Standard aims to ensure that patients (or their carers) who have a disability or sensory loss can receive, access and understand information, for example in large print, braille or via email, and professional communication support if they need it, for example from a British Sign Language interpreter.

This applies to patients and their carers who have information and / or communication needs relating to a disability, impairment or sensory loss. It also applies to parents and carers of patients who have such information and / or communication needs, where appropriate.

Individuals most likely to be affected by the Standard include people who are blind or deaf, who have some hearing and / or visual loss, people who are deaf blind and people with a learning disability. However, this list is not exhaustive.

- Do you have communication needs? Yes No
- Do you need a format other than standard print? Yes No
- Do you have any special communication requirements? Yes No
- How do you require to be contacted? Email Letter Text Telephone
Via Carer Interpreting Service

• What is your preferred method of communication?

• Can you explain what support would be helpful?

• What is the best way to send you information?

(e.g. requires letters in larger print)

• Tell us about your vision: Normal Vision Impaired vision Registered partially sighted
Registered blind Wears glasses Wears contact lenses

• Tell us about your hearing: Hearing normal Hearing loss Presbycusis
Mild hearing loss Moderate hearing loss Severe hearing loss Profound hearing loss
Registered deaf

• Do you wear hearing aids? YES / NO

• Do you require an interpreter? YES / NO If YES which language?

• What communication support could we provide for you?

.....

Name: Date of birth:.....

If you have a carer do they need communication assistance? Yes No

If 'Yes' what is your Main Carer's name:

.....

Do you consent to the practice contacting your main carer regarding your care?
Yes No

What is the best way to contact them?.....

Signed:Date:

Please complete and/or tick the white boxes below to detail your personal decisions regarding the aspects of NHS patient data sharing: It is very important you sign this form to say that you understand and accept the risks to your personal health care if you do decide to opt out of SCR or EDSM.

Hand the completed form in to your GP Surgery; they will scan this form into your NHS GP Medical Records and enter the appropriate computer codes.

Patient's FULL NAME	
Patients DATE OF BIRTH	

1.SCR - NHS Summary Care Record

Please tick only one box.

- Express consent for medication, allergies and adverse reactions only
- Express consent for medication, allergies, adverse reactions and additional information
- Express dissent – Patient does not want a summary care record and fully understands the risks involved with this decision

2. EDSM – enhanced data sharing model “SystemOne.” Please ensure you tick YES or NO for BOTH the sharing out and sharing in of your data.

Sharing Out – Do you consent to the sharing of data recorded by your GP practice with other NHS organisations that may care for you?

- YES share data with other NHS organisations
- NO, do NOT share any data recorded by my GP Practice. I fully accept the risks associated with this.

Sharing In – Do you consent to your GP Practice viewing data that is recorded at other NHS organisations and care services that care for you?

- Consent Given
- Consent Refused, I fully accept the risks associated with this decision.

Patient Signature	
Date	
Signature on behalf of patient	
Relationship to patient	

Baddow Village Surgery

Sharing your NHS patient data



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SHARING YOUR NHS PATIENT DATA

Information sharing in the NHS is subject to rigorous regulation and governance to ensure your full identifiable and personal medical data is kept confidential and only ever seen by carefully vetted doctors, nurses and administrative staff responsible for overseeing your care.

With the development of information technology the NHS will increasingly be sharing key information from your GP medical notes with Out of Hours GP Services, Hospital A&E Units, Community Hospitals, Community Nurses all of whom may at various times in your life be looking after you. Sharing information can improve both the quality and safety of care you receive and in some cases can be vital in making life-saving decisions about your treatment.

There are currently three different elements of “sharing NHS patient information”

We ask you please to read the information on this document carefully and complete the relevant fields on this form and return it to your GP surgery.

SCR = NHS Summary Care Record

The NHS Summary Care Record was introduced many years ago to help deliver better and safer healthcare. It contains basic information about:

- Any allergies you may have,
- Unexpected reactions to medications, and
- Any prescriptions you have recently received.

The intention of the SCR is to help clinicians in Hospital A&E Departments and GP Out of Hours health services to give you safe, timely and effective treatment. Clinicians are only allowed to access your SCR record if they are authorised to do so and, even then, only if you give your express permission. You will be asked if healthcare staff can look at your Summary Care Record every time they need to, unless it is an emergency, for instance if you are unconscious. You can refuse if you think access is unnecessary. Over time, health professionals treating you may add details about any health problems and summaries of your care. Every time further information is added to your record, you will be asked if you agree (explicit consent).

Patients under 16 years have an NHS Summary Care Record created for them so if you are the parent or guardian of a child then please either make this information available to them or decide and act on their behalf.

EDSM = Enhanced Data Sharing Model “SYSTEMONE”

The database and software used to store your GP health record is called “SystemOne” it is a very secure national system used by over 2000 GP practices and 4800 NHS organisations including GP Out Of Hours services, children's services, community services and some hospitals. All the GP practices in our local area use this same confidential clinical computer system.

The system gives your GP the facility to share your record with other NHS health providers that use the same clinical computer system and are involved in your care. For example, the local Community Nurses who may look after you when you leave hospital, Community Physiotherapy and Community Diabetes Service.

Allowing your GP to share your record in the “SystemOne” database helps to deliver better and safer care for you. It is the policy of all local GP practices to automatically opt registered patients into “SystemOne” sharing unless they expressly decline. Those patients who choose to decline are able to determine if their data is “shared out” and/or “shared in”:

Sharing OUT controls whether information recorded at our GP practice can be shared with other NHS healthcare providers.

Sharing IN determines whether or not our GP practice can view information in your record that has been entered by other NHS services that are providing care for you or that may provide care for you in the future (*that you have consented to share out*).