

John Tasker House and Felsted Surgeries

56 New Street, Dunmow, CM6 1BH
Telephone: 01371 872121

www.ith.org.uk

Braintree Road, Felsted, CM6 3DL
Telephone: 01371 820410

*Drs M K Tee, D Tideswell, Bronwen Pitt, T Robson
Associate GPs – Drs Jackie Stevens, Thidar Myint, Katy-Ellen Disley, Sarian Taylor, Gillian Graves and Jo Ward*

New Patient Questionnaire

About you

Surname: Forename(s):

Date of Birth (dd/mm/yyyy):

Gender:

Contact Information

Home Telephone: Mobile:

Email:

Please circle below your preferred choice of contact:

Text Phone Post

What is your occupation?.....

Ethnicity

Having information about patients' ethnic groups would be helpful for the NHS so that it can plan and provide culturally appropriate and better services to meet patients' needs.

If you do not wish to provide this information you do not have to do so.

Please indicate your ethnic origin by ticking the below box:

British or mixed British	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>
Irish	<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>
African	<input type="checkbox"/>	Chinese	<input type="checkbox"/>
Caribbean	<input type="checkbox"/>	Other (Please state)	<input type="checkbox"/>
Indian	<input type="checkbox"/>		

Main language

Which is your main language?

Do you speak English?

If yes, do you need a translator?

Carer status

Do you have a carer? Yes No

If Yes, please give details of their name, relationship to you and whether they are a patient here too.....

Are you yourself a carer? Yes No

If Yes, please give details of the person you care for including their name, relationship to you and whether they are a patient here too.....

Next of kin (first)

Surname: Forename(s):

Relationship to patient:

Address (if different to the patient):

Emergency contact Information (for next of kin)

Telephone: Mobile:

Next of kin (second if appropriate)

Surname: Forename(s):

Relationship to patient:

Address (if different to the patient):

Emergency contact Information (for next of kin)

Telephone: Mobile:

Contacting you

We will use your contact details to send reminders about appointments, reviews and other services which may be of benefit in your medical care

Do you consent to the Surgery sending letters to your home address? Yes No

Do you consent to the Surgery sending text messages to your mobile? Yes No

Summary Care Record (SCR)

All patients registered with a GP have a SCR, unless they have chosen not to have one. Your Summary Care Record contains basic information about allergies, medications and any reactions that you have had to medication in the past.

You can choose to include additional information in your SCR such as your significant illnesses and health problems, operations and vaccinations, how you would like to be treated (such as where you would prefer to receive care), what support you might need and who should be contacted for more information about you.

By including this additional information in your SCR, health and care staff can give you better, safer care if you need it away from your usual GP practice:

- in an emergency
- when you're on holiday
- when your surgery is closed
- at out-patient clinics
- when you visit a pharmacy

I would like to include additional information in my Summary Care Record.

I DO NOT want to share any information with other healthcare professionals involved in my care. I wish to opt out of SCR.

For more information: Phone 0300 123 3020 or visit www.nhscarerecords.nhs.uk

Resuscitation wishes and Power of Attorney

Do you have a DNACPR (Do not attempt CPR) form in place? Yes No

Does anybody hold Lasting Power of Attorney for Health and Welfare for you? Yes No

If YES to either of the above questions, please supply details of who holds this and where (and supply a copy for your medical notes).

Details.....

Smoking status

Do you smoke? Yes No

If yes, how many cigarettes do you smoke daily:

If no, have you smoked in the past? Yes No

Smoking is the UK's single greatest cause of preventable illness

Stopping smoking is not easy but it can be done, and there is now a comprehensive, NHS Smoking Cessation Service offering support and help to smokers wanting to stop, with cessation aids available on NHS prescription.

If you would like help and advice on how to give up smoking, please contact <https://www.quit4life.nhs.uk/> or ask at reception.

Height/Weight

What is your weight: kg/stone

What is your height:cm/feet and inches

If you would like advice on managing a healthy weight, please contact <https://www.nhs.uk/live-well/> or reception who will be able to direct you to the most appropriate service.

Alcohol intake

Alcohol unit reference

One unit of alcohol



Drinks more than a single unit



Questions	Scoring system					Your score
	0	1	2	3	4	
How often do you have a drink that contains alcohol?	Never	Monthly or less	2-4 times per month	2-3 times per week	4+ times per week	
How many alcoholic drinks do you have on a typical day when you are drinking?	1-2	3-4	5-6	7-9	10+	
How often do you have 6 or more standard drinks on one occasion?	Never	Less than monthly	Monthly	Weekly	Daily or almost daily	

Scoring

Score:

A total of 5+ indicates increasing or higher risk drinking. If you have a score of 5+ please complete the remaining questions below.

Questions	Scoring system					Your score
	0	1	2	3	4	
How often during the last year have you found that you were not able to stop drinking once you had started?	Never	Less than monthly	Monthly	Weekly	Daily or almost daily	
How often during the last year have you failed to do what was normally expected from you because of your drinking?	Never	Less than monthly	Monthly	Weekly	Daily or almost daily	

Questions	Scoring system					Your score
	0	1	2	3	4	
How often during the last year have you needed an alcoholic drink in the morning to get yourself going after a heavy drinking session?	Never	Less than monthly	Monthly	Weekly	Daily or almost daily	
How often during the last year have you had a feeling of guilt or remorse after drinking?	Never	Less than monthly	Monthly	Weekly	Daily or almost daily	
How often during the last year have you been unable to remember what happened the night before because you had been drinking?	Never	Less than monthly	Monthly	Weekly	Daily or almost daily	
Have you or somebody else been injured as a result of your drinking?	No		Yes, but not in the last year		Yes, during the last year	
Has a relative or friend, doctor or other health worker been concerned about your drinking or suggested that you cut down?	No		Yes, but not in the last year		Yes, during the last year	

Please add up your scores from the above tables and write the total below:

Total.....

If you would like help and advice on how to reduce your alcohol intake, please contact <https://www.drinkaware.co.uk/> or ask at reception.

Disabilities / Accessible Information Standards

As a practice we want to make sure that we give you information that is clear to you. For that reason we would like to know if you have any communication needs.

Do you have any special communication needs?

Yes **No**

If yes, please state your needs below:

.....

Do you have significant mobility issues?

Yes **No**

If yes, are you housebound?

Yes **No**

(Definition of housebound - A patient is unable to leave their home due to physical or psychological illness)

Are you blind/partially sighted?

Yes **No**

Do you have significant problems with your hearing?

Yes **No**

Family History and past medical history

Have any close relatives (parent, sibling or child only*) ever suffered from any of the following?

Condition	Yes	No	If Yes Relationship*
Heart Disease (Heart attack/Angina) Under the age of 60			
Heart Disease (Heart attack/Angina) Over the age of 60			
Stroke			
Diabetes			
High Blood Pressure			
Asthma			
Epilepsy			
Cancer			
Rheumatoid Arthritis			

Have you yourself ever suffered from any important medical illness, operation or admission to hospital? **If so** please enter details below:

Condition	Year diagnosed	Ongoing?

Allergies

Please list any drug or food allergies that you have:

.....

Medications

Please provide a list of repeat medications:

.....

For female patients only

Have you had a cervical smear test? **Yes** **No**

If yes, when was this last done? (dd/mm/yy)

Have you had a hysterectomy? **Yes** **No**

Do you still have your ovaries? **Yes** **No**

John Tasker House Surgery and Felsted Surgery

Practice Charter

At our surgery we aim to provide our patients with the best quality care available. Our charter is a statement of what you can expect from this practice and what we feel we can expect in return from you.

We will:

Treat you with respect and as an individual
Maintain confidentiality
Aim to respond to your needs efficiently and appropriately
Keep you informed of any changes that may affect you
Encourage comments and suggestions to help continually improve services

We ask that you:

Treat us with respect
Keep us informed of any changes that may affect us
Share responsibility for your own health

Vision

John Tasker House and Felsted surgeries aim to provide a high quality service that we would be happy for our friends and family to use.

Our values:

Patients come first
We have a positive attitude and response to any challenges
We listen to our patients and to each other
We provide continuity of care
We take responsibility and are accountable
We promote excellence through teaching and research
We continually improve
We balance individual's needs with wider clinical needs

Zero Tolerance

If a patient is violent or abusive towards any member of the practice team we shall remove them from our list in accordance with NHS policy.

Complaints

We will respond to any complaints fairly and efficiently according to the NHS complaints procedure.

Signature

Name

(If signing on behalf of a child)
Relationship to the Patient

On-line Access to your medical records

We encourage patients to use online services via either the NHS App or Patient Access to:

- Book and cancel appointments
- Order repeat prescription
- View your medical record (Allergies, immunisations and vaccinations)

NHS App

The NHS App can be downloaded for free from the App Store or Google Play. You can register to use the app without coming to the surgery.

For more information go to www.nhs.uk/nhsapp

Patient Access

To register for use of Patient Access the patient must attend the surgery in person with photographic ID and complete a registration form.

For more information go to www.patientaccess.com

If you would like to access more of your GP record online (e.g. test results) please read the following carefully. Then complete the form on page 10 and send the form to the surgery. If you don't already have an NHS App or Patient Access account you will be asked to bring photographic ID to the surgery in person, this is for your own security.

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.

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 and might 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.

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 record.
- 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.

Application for online access to my medical record

Full Name:		DOB	
Email:			

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

1. Booking Appointments	
2. Requesting repeat prescriptions	
3. Accessing my coded medical records, including laboratory results, immunisations, medications and consultations.	

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

1. I have read and understood the information leaflet (attached).	
2. I will be responsible for the security of the information that I see or download.	
3. If I choose to share my information with anyone else, this is at my own risk.	
4. If I suspect that my account has been accessed by someone without my agreement, I will contact the practice as soon as possible.	
5. If I see information in my record that is not about me or is inaccurate, I will contact the practice as soon as possible.	
6. If I think that I may come under pressure to give access to someone else unwillingly I will contact the practice as soon as possible.	

Signature	Date:

For practice use only

Patient NHS number		Practice computer ID number	
Identity verified by (initials)	Date	Method Vouching with information in record <input type="checkbox"/> Photo ID and proof of residence <input type="checkbox"/>	
Authorised by		Date	
Date account created		Date passphrase sent	
Level of record access enabled All <input type="checkbox"/> Prospective <input type="checkbox"/> Retrospective <input type="checkbox"/> Detailed coded record <input type="checkbox"/>		Notes / explanation	

How we use your medical records

Important information for patients

- This practice handles medical records in-line with laws on data protection and confidentiality.
- We share medical records with those who are involved in providing you with care and treatment.
- In some circumstances we will also share medical records for medical research, for example to find out more about why people get ill.
- We share information when the law requires us to do so, for example, to prevent infectious diseases from spreading or to check the care being provided to you is safe.
- Right of Access:
 - You have the right to have access to and to be given a copy of your medical record.
- Right to Restrict Processing:
 - You have the right to object to your medical records being shared with those who provide you with care.
 - You have the right to object to your information being used for medical research and to plan health services.
- Right to Rectification:
 - You have the right to have any mistakes corrected and to complain to the Information Commissioner's Office.
- Please see the practice privacy notice on the website or speak to a member of staff for more information about your rights.
- For more information ask at reception for a leaflet OR visit our website: www.jth.org.uk