

TO BE GIVEN TO PATIENT - PATIENT COPY
APPLICATION TO JOIN LICHFIELD STREET SURGERY PRACTICE LIST
This leaflet gives a brief summary of practice policies please refer to our practice leaflet for more detailed information

REPEAT MEDICATION POLICY

We do have a repeat prescription system, however we only issue repeat prescriptions during a consultation with a Doctor. Repeat prescriptions are not available to order at reception.

The Doctor will give sufficient medication to last until the date when the medical condition needs to be reviewed again.

In certain cases, particularly when the review is not anticipated for several months, some of the medication will be prescribed on extra prescriptions dated ahead, rather than having too much on one prescription.

his repeat system usually works very well for the patient and the Doctor, but it does need both the patient and the Doctor to be thinking ahead regarding likely prescription needs.

HOME VISITS

If you are housebound or too ill to leave the home you may be visited at the Doctors discretion.

TRIAGE OF EMERGENCY APPOINTMENTS

When you ask to be seen on the same day, one of our Nursing Sister will ring you back within 30 minutes. They are specially trained to help you to get your needs addressed in the most suitable way. This might sometimes be a same day emergency Doctors appointment, but there are several other things we can also offer you instead:

- Appointment with Nurse booked for same day
- Homecare advice
- Routine appointment with GP
- Hospital attendance
- Ambulance
- Dentist

This process is called TRIAGE. It is in line with the policy of Walsall Primary Care Trust and the Department of Health. It ensures that patients are seen at the right time by the right person, and some problems can be dealt with on the telephone. It helps you to get the best service out of the NHS.

ZERO TOLERANCE POLICY

The practice operates a zero tolerance policy, where a patient is violent or abusive to the Doctors, staff or other members of the practice team this will result in immediate removal from the practice list.

APPOINTMENTS WITH A FEMALE DOCTOR

PROVIDED YOU BOOK IN ADVANCE, you can usually see a female Doctor, but you need to give us enough notice.

FEMALE DOCTOR IN AN EMERGENCIES OR AT SHORT NOTICE

A female Doctor is often **NOT AVAILABLE** at short notice or in an Emergency. If you wish to be seen in an emergency, you would have to be seen by whatever Doctor is available, even if it is a male Doctor.

HOME VISITS BY FEMALE DOCTORS

It is not possible to give an undertaking that you will be visited at home by a female Doctor. Home visits should only be requested for people who are so very seriously ill, that they cannot be moved.

Additional questions

Form A

ALCOHOL

How often do you have a drink that contain alcohol?

- ⁰ Never ¹ Monthly or less ² 2- 4 times per month ³ 2-3 times per week ⁴ 4+ time per week

How many standard alcoholic drinks do you have on a typical day when your are drinking?

- ⁰ 1-2 ¹ 3-4 ² 5-6 ³ 7-8 ⁴ 10+

How often do you have 6 or more standard alcoholic drinks on one occasion?

- ⁰ Never ¹ Less than monthly ² Monthly ³ Weekly ⁴ Daily or almost daily

EXERCISE ACTIVITY: Moderately vigorous activity means exercise such as walking briskly

Average number of 20-minute sessions of moderately vigorous activity in one week:

- Zero One Two Three More than three

APPLICATION TO JOIN THE PRACTICE PROCUDURE

1. Are you in the practice area ? Yes No

2. Have you been removed from the list previously? Yes No

IF YES not able to apply

3. Have you been refused application to join another practice list? Yes No

IF yes please supply a copy of the letter and attach it to the application.

IF you have not got a copy DO NOT COMPLETE ANY FORMS to JOIN THE PRACTICE, you will need to go back to the other practice and ask for the letter

4. Read the prescription policy, do you agree to the policy? Yes No

5. Read the Female Doctor policy, do you agree copy issued? Yes No

6. Do you have a medical card? Yes No

Yes Sign the medical card and make sure the address has been changed

No fill in purple application form which you can get from our reception.

7. Ensure all your forms are fully completed and signed and return to surgery

Check Ethnicity First language Smoking status All other parts

Incomplete forms cannot be accepted.

8. NPHC appointment given? Yes No

Have you had a recent annual review for any of the following conditions Diabetics, COPD, Asthma,

9 Practice leaflet given? Yes No

10 Zero tolerance policy? Yes No

Patient signature Date:

Staff member Date: