

## How to Register with Dollar Health Centre

Patient registration for patients **between 5 years old and up to and including 14 years old**

Please complete the form "Application to register permanently with a General Medical Practice" as fully as possible. If you don't know some of the information, don't worry, but please let reception know about this when you hand the forms in. All boxes marked with a \* must be completed.

### Check List

- Have you completed and signed part 5 "Patient Declaration" section on the "Application to register permanently with a General Medical Practice" form?
- Have you completed the "New Patient Questionnaire Sheets"?
- Have you signed that you have received a copy of "Your Information – Uses and Protection" on the "New Patient Questionnaire Sheets"?

When handing the forms in, please provide proof of identification.

We require **proof of current address for each adult in the household** as well as a document with **date of birth** for each person in the household.

**Dollar Health Centre, Park Place, Dollar**  
**Your Information – Uses and Protection**

We are registered with the information Commissioner and our Data Controller is Dr Paul Baughan.

**What information do we hold?**

We hold data relevant to your medical care and can include personal details, a record of your appointments and consultations, prescribed medications, test results, lifestyle and employment information.

**Who has access?**

In addition to our doctors, the practice nurses, district nurses, health visitors and administration staff working at the health centre have access to your medical information.

Other attached medical professionals who have access to information about you are other medical attached staff, for example: Physiotherapist, Podiatrist, Medical and Nursing Students but only in relation to the care they are providing.

**Sharing information**

Telephone calls made to NHS24 are recorded. A summary of the care you receive from NHS24 and the Out of Hours service is retained on a clinical system used by this organisation and a copy added to your medical record at this practice.

Everyone working for the NHS has a legal duty to keep information about you confidential. Great care is taken to ensure that confidentiality is maintained in respect of all information held about you.

If you are receiving care from other medical professionals or other organisations, we can provide information relevant to the care you are receiving.

**How is the information used?**

In addition to using the information to provide you with proper and appropriate care and treatment, both the wider NHS and the Practice keep information relation to our activities.

Information is collated and used to plan health services (statistical anonymous data only) and to provide protection and monitoring of public health, investigate complaints, to ensure quality of your care and treatments and to provide evidence of best practice.

The medical care and treatment you receive is audited, monitored and reviewed. Information specific to you is used to monitor your health and used to audit the care we provide to our patients.

Although we may be using your information or asking you about treatment received, when the audit or report is completed all of the details which could identify you have been removed.

**Verification of services**

To ensure propriety and fiscal accountability a central NHS body called Practitioner Services can at times audit the practice.

To ensure that we are claiming correctly, Practitioner Services may contact patients to confirm that they have received the services claimed.

**Access to health records**

The General Data Protection Act 2018 gives you the right to access your health records, both manual and computer records. Only in very exceptional circumstances can access be withheld.

Without your consent, no other person or organisation can access your records. With the exception of legal and statutory obligations, the only circumstances when information may be provided about you would be if the release of the information would be in the interest of the greater public good.

For example notification to DVLA of a medical condition which would preclude you from driving.

Applications for accessing your records must be made in writing and sent to the Practice Manager. There may be a charge for this service.

**Training**

All doctors, nurses and staff receive annual training on confidentiality and data protection.

For more information please speak to the Practice Manager.











