**Whickham Cottage Medical Practice: New Patient Checklist**

**Welcome to: The Whickham Cottage Medical Practice. Before registering, please read the steps below:**

* To register with the practice, you will need to complete a general medical services form (**GSM1 Form**) and a new patient registration questionnaire which is available from reception. Once complete, please bring it to reception.
* **Please bring in TWO forms of ID. One must be photographic (i.e. passport or photo driving license) and the other must have your CURRENT home address (i.e. utility bill or bank statement which are not older than 3 months.**
* Under the guidelines for fraud prevention within NHS we are required to check patient identification. Please inform reception if you don't have any identification.

The following documents are suitable for this purpose:

If all starred (\*) sections on the GSM1 form and patient questionnaire are not completed correctly and in full we are unable to process your registration.

* Birth certificate
* Marriage certificate
* Valid UK driving license (or provisional license)
* Local authority rent card / Housing association card
* Utility Bills – electricity, gas, council tax, telephone
* Bank statement
* National insurance Number Card / Slip
* Letter from Benefits Agency or Department for Work and Pensions (DWP)
* Correspondence from the Home Office
* P45

The receptionist will then copy these forms of ID to scan onto your record and return them straight back to you.

Please download the NHS app to **request prescriptions** and book **appointments** online.

**Please note:**

* **We need to take your ethnicity when registering**
* It can take **at-least 48 hours** for us to register you on our system and you are still in your previous surgeries care for 30 days after informing them of your departure.

INITIALS OF RECEPTIONIST : CCCCCCC X

**Please ensure that two forms of ID have been handed in as listed above, Thank you!**