



## DULAIS VALLEY PRIMARY CARE CENTRE PATIENT REGISTRATION PACK

Thank you for choosing to register with the Dulais Valley Primary Care Centre. Please read through this pack carefully to help us with the registration process.

### **YOUR NHS NUMBER -**

Everyone registered with the NHS in England, Wales and the Isle of Man has a unique patient identifier called an NHS Number. Most hospital letters and correspondence you receive will have this number on them.

This number helps healthcare staff and service providers identify you correctly and match your details to your health records. This will ensure you receive safe, efficient and rapid care within the NHS.

Each NHS number is made up of 10 digits shown in a 3-3-4 format – for example:

1	2	3	1	2	3	1	2	3	4
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You can find your NHS number from your repeat prescription order form, your NHS Medical Card, a letter from the NHS or by contacting your previous surgery.

Failure to provide your NHS number may result in a delay in your registration and the ability for us to transfer your medical records from your previous GP.



**REGISTERING WITH US -**

Anyone who is ordinarily resident in the UK is entitled to free NHS care.

Ordinarily resident means that you are lawfully living in the UK voluntarily, for a settled purpose as part of the regular order of your life. In practice this means that you are resident in the UK for more than 6 months.

You may register as a permanent patient at Dulais Valley Primary Care Centre if you are living within the practice area, and have been living in the UK for more than 6 months, or can prove you intend to.

In order to register you will need to complete the Family Doctor Services Form and New Patient Questionnaire (included in this pack) and produce:

<b>PROOF OF IDENTITY</b>	Passport
	Driver's License
	Birth Certificate
	UK Armed Forces Card
	National ID Card

**AND**

<b>PROOF OF RESIDENCE</b>	Utility Bill (NOT mobile phone)
	Council Tax Bill
	Bank Statement
	Wage Slip
	Letter from a benefits agency

Please see page three for important information about your medication.

## YOUR MEDICATION -

If you are currently taking repeat medication, please ensure you have a **minimum of 4 weeks remaining when you register with the practice.** If you do not have enough for this period, please contact your previous practice, who will issue you with a final prescription.

If you take medication on an “as-needed” basis, please make sure you let us know the name of your previous practice on your registration form. This will help us get a summary of your prescriptions sent over to us.

Please note the practice does not accept prescription requests over the telephone. There are several options to order your repeat medication:

- Handing in the white form from your prescription to the surgery
- Contacting your local chemist to order on your behalf
- Using the AskMyGP service (below)
- E-mailing **Prescriptions.1@wales.nhs.uk** \*

\*Please **DO NOT** use the email address above for logging triage requests.

## ASKMYGP -

Our practice offers an online service between **8am and 10am Monday to Thursday** called AskMyGP to allow you to log requests with the surgery using your computer, phone or tablet.

If you would like us to set up your account for you, please provide your e-mail address and check the relevant box on the **New Patient Questionnaire**. You will then receive a confirmation e-mail and will be able to log on and use the service.

Practice Staff Use Only

<b>REGISTRATION FORM</b>	
<b>PROOF OF IDENTITY</b>	
<b>PROOF OF RESIDENCE</b>	
<b>CHECKED BY</b>	