



PATIENT REGISTRATION POLICY

NHS Regulations and Guidelines

Overseas Patients

The regulations concerning entitlement to NHS General medical Services are: The National Health Service (General Medical Services) Regulations 1992, *Statutory Instrument No 635, as amended*. Also the General Practitioners Committee paper "Overseas visitors – who do you treat" and the Department of Health NHS Guidance Gateway Ref 7587 dated 13 December 2006.

EVERYONE is eligible for:

- EMERGENCY CARE
- IMMEDIATE AND NECESSARY TREATMENT

If a patient is seen by a GP under either of these categories it does not entitle them to permanently register with the practice. Should they need further treatment and have the necessary documentation, they can register with the practice. If they cannot provide the documentation they will be treated as a **PRIVATE PATIENT and charged accordingly.**

Patients are entitled to the full range of NHS Services if they are **ORDINARILY RESIDENT** in the UNITED KINGDOM (**In the UK lawfully, voluntarily and as part of their settled life**) this is irrespective of nationality, ethnicity, or previous payment of UK taxes and National Insurance.

A person who intends to stay in the UK for less than six months would not usually be regarded as ordinarily resident and therefore would not be eligible to full registration.

Asylum seekers and refugees given leave to remain in the UK, or awaiting the results of an application to remain, are regarded as ordinarily resident and entitled to full NHS GP treatment.

Registration of Patients

- We have a catchment area within which patients must live.

All patients **MUST** have an identifiable purpose for his/her residence in the UK and that purpose must have sufficient degree of continuity to be properly described as '*settled*'.

Our doctors need the correct medical records. In order for these to be traced we will need to know Full name, date of birth, current address and previous doctor.

This should be supported by production of two supporting documents to confirm these details one of which **MUST** confirm the address is within our catchment area.

- Provide supporting evidence of identity
I.e. National Passport, Photo Driving Licence, National Identity Card, Application Registration Card (ARC) and visa where applicable.
- Personal bank / credit card, National Insurance card, NHS Medical Card.
- Evidence that you are ordinarily resident in the UK and will be for 6 months. I.e. Utility Bill, Tenancy agreement, Bank Statements, Mortgage statements, Council Tax bill, or other official / Government correspondence verifying proof of address.

If you have just come into the UK we will need proof that you intend to work or study in the UK.

- Work Permit or supporting letter from your employer or the education provider.

Does patient reside outside the UK for more than 90 days?

This should be supported by production of two supporting documents to confirm these details one of which **MUST** confirm your address is within our catchment area.

- Provide supporting evidence of identity
I.e. National Passport, Photo Driving Licence, National Identity Card, Application Registration Card (ARC) and visa where applicable.
- Personal bank / credit card, National Insurance card, NHS Medical Card.
- Evidence that you are ordinarily resident in the UK and have been for 6 months. I.e. Utility Bill, Tenancy agreement, Bank Statements, Mortgage statements, Council Tax bill, or other official / Government correspondence verifying proof of address.

If you have just come into the UK we will need proof that you intend to work or study in the UK.

- Work Permit or supporting letter from your employer or the education provider.

Does the patient reside outside the UK for more than 90 days?

This action does not preclude the patient from receiving treatment in an emergency or if they require Immediately Necessary Treatment, but if the treatment includes a hospital referral or any treatment delivered beyond Accident and Emergency in an Acute Hospital then it will be chargeable as a private patient.

We strongly advise patients to arrange Private Health Insurance for future visits to the United Kingdom.

If patients return permanently to the United Kingdom they can apply to register with us but will be expected to demonstrate they have returned to re-settle for more than 6 months. Documentation as listed above will be required.

If they cannot provide the necessary documentation and need to see a GP they will be seen as an emergency and provide the documentation at a later date.

If the GP decides the consultation is not an emergency the patient should be charged for the consultation and given a receipt.

- On receipt of documentation showing proof of residence and identity the patient can be fully registered with the surgery, subject to the Practice list being open.
- If patient are unable to provide proof of residency and identity they should be refused registration.
- If patients have been refused registration they may appeal against the decision and the issue will be referred to the Practice Manager and Senior Partner.

This policy ensures patients are eligible for the full range of NHS services, the correct medical records are obtained and that they live within our catchment area.

Should patient require any further information regarding our policy, or have any questions regarding the NHS they should contact

Amanda Jones (Practice Manager on: Telephone 01252 712572 or the Primary Care Support Services on: 0208 335 1400