CHANGE OF PERSONAL DETAILS

Patient Name	Date of Birth

Previous Address

Please complete all the sections below as this will help us to verify your records.

Name	
New Address	
Telephone Number	
Mobile Number	
SMS (short message service) texts to mobile	Tick box to OPT OUT ☐
email address	

A separate form should be used for each person.

Children or adults aged 16 years or over will be required to complete and sign their own form.

Parents / Guardians of children under the age of 16 years may sign on behalf of their children.

Signed

PRINT NAME

Relationship to Patient (if not patient)

Date

For office use only

Action	Initial	Date of amendment
Details updated in EMIS		
Code record 9NDQ if pt wishes to OPT OUT of Txt Msg Service & also update pt on iPLATO		
Form seen by Dispensary		

Patient moved OUT OF AREA – follow instructions overleaf	YES/NO

Inform patient

These patients can continue to be registered within the practice, but their registration will change to **'Out of Area Patients'** *and* **will not be entitled to home visits.**
The doctors must establish if this is clinically appropriate and their application for **'Out of Area Registration'** *will be discussed at the next doctors/practice meeting.*

Please take the following steps

Send patient Appendix C letter 'OOA scheme consideration letter'	date & initial
Add alert to patient record 'AWAITING OOA ACCEPTANCE' and date the alert	date & initial
Pass form to Reception manager for Out of Area consideration	date & initial
Reply from Reception Manager- Accepted as OOA Patient	date & initial

If patient is accepted as Out of Area Patient

Send patient Appendix A letter 'Out of Area without Home Visiting'	date & initial
Remove the alert 'AWAITING OOA ACCEPTANCE'	date & initial

Out of Area Patient 'Deduction instructions for re-registration'

Go to Registration and click deduct patient
Deduction reason is 'other reason'
Type in notes 'NOTES COVERTING TO OUT OF AREA PATIENT – RECORDS HELD AT SURGERY'
Unclick 'cancel future appointments'
Unclick 'cancel future diary dates'
Click OK
Add TWO separate alerts to patient record-
    1. 'OOA PATIENT AWAITING DEDUCTION ACCEPTANCE FOR RE-REGISTERING' and date it '
    2. 'OUT OF AREA PATIENT'
	date & initial

Now keep the change of details form in the purple deduction binder in 'out of area'
Check daily if deduction has been accepted, if so the patient can now be re-registered

Go into workflow / GP Links Highlight deductions Highlight patient Click 're-register' (you should now be in the registration screen) Check/update patient information where appropriate In GP links information, click presentation type, choose' previously registered with NHS' Complete place of birth details if known or type in 'unknown' Ensure previous residence and GP is recorded correctly In GP Notes section type 'OUT OF AREA REG' Click OK to complete the registration Remove patient warning 'AWAITING DEDUCTION' Add 'OUT OF AREA PATIENT' Scan change of details form to patient record only.	date & initial