

# Tips for smooth patient registrations

Whilst all clinical systems are slightly different, we have pulled together some hints and tips to help ensure patients are registered at practices as smoothly as possible.

 <p><b>Ensure details are input correctly onto the clinical system</b> Ensure that all details provided on the GMS1 form are input accurately onto your clinical system.</p>	 <p>In particular check the following fields have been entered correctly:</p> <ul style="list-style-type: none"> <li>■ Birthplace</li> <li>■ Current home address and postcode</li> <li>■ Previous home address and postcode</li> <li>■ Previous GP</li> </ul>
 <p><b>When searching for a patient, make sure your smartcard is inserted and double check you have selected the correct patient</b> When searching for a new patient using your clinical system it is important to use the exact details provided by the patient, as there may be two or more patients with very similar details.</p>	 <p>Please be careful to select the right patient from the NHS Spine, as this will help prevent NHS numbers and / or records being duplicated or merged.</p>
 <p><b>Do you need to use free text/ additional notes?</b> To ensure registrations are processed efficiently, we recommend that the free text / additional notes field isn't always used. It is not mandatory, and text entered in this field can stop registrations going through efficiently.</p>	 <p>When free text <b>isn't needed</b>:</p> <ul style="list-style-type: none"> <li>■ Identification seen (unless in relation to a change to a patient's date of birth)</li> <li>■ New registrations</li> <li>■ New birth/baby</li> <li>■ GMS1 signed</li> <li>■ Passport/marriage certificate/ID seen</li> </ul> <p>When free text <b>should</b> be added: If you have any information that would support and assist in tracing a patient, or if you are re-registering a patient under Choice of GP - where your practice agree to maintain the patient on your list but are not providing home visits.</p>
 <p><b>Treat patients transferring from other parts of the UK as a normal transfer in</b></p>	 <p>The registration type selected on the clinical system for these types of patients should be the same as if the patient was moving from a practice in England.</p>