

Dealing with medical records for adopted patients - Guide for GP practices

It is important that practices are aware of the steps that need to be taken when a patient is adopted. Following the process will ensure continued patient care and ensure there isn't an impact on your practice payments.

[NHS England » Key principles for ensuring continuous health records of adopted children](#)

- The Personal Demographics Service (PDS) National Back Office (NBO) receives notification from the General Register Office (GRO) of all adoptions in England and Wales. Note that GRO will send this notification after an entry has been made in the Adopted Children's Register.
- The NBO invalidates the pre-adoptive NHS number on PDS, if it can be identified, and sends the patient's details (NHS number, name, date of birth and registered GP practice) to PCSE. At the same time, the NBO will send a patient removal to the practice which will end the patient's registration with the practice.
- The NBO allocates a new NHS number with the post-adoptive details as recorded in the adoption order, and sends the details to PCSE (NHS number, name and date of birth).
- PCSE sends the details of pre and post adoptive details to the GP practice. PCSE will email the main contact held for the practice, if available. It is important that all practices maintain up to date contact details in PCSE Online.
- PCSE sends a new patient medical record envelope with the new patient updated details and new NHS number to the GP practice."