

<p align="center">BALSALL COMMON & MERIDEN GROUP PRACTICE Confidential New Patient Questionnaire (16+)</p>

Title	Surname/Family name	Given Name	Middle Names
Marital status	Previous Surnames	Name known as	Date of Birth
House Name or Number	Street	Area	
Postcode	Home Telephone No		
Work Telephone No	Mobile	Email:	

Occupation	
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Next of Kin	
Full Name	
Relationship	
Address House Name and Number Street Town Post Code	
Contact Telephone Number	

This Practice uses text messaging for Practice appointment reminders, Practice news or advice about your health and Group reminders (eg Flu vaccine).

I DO/DO NOT wish to be contacted via text message (Please delete as appropriate)

Signed Date

Please note In order to maintain confidentiality, it is your responsibility to contact the Practice and update any changes to your mobile number. If you wish to opt out of receiving text messages at any time, please contact us.

Who is a Carer? A Carer is someone, who, with or without payment, provides help & support to a partner, child, relative, friend or neighbour, who could not manage without their help. This could be due to being elderly, have a physical or mental illness, addiction or disability. We would be grateful if you could complete the boxes below to ensure we can offer you (if you are a Carer) or your Carer the correct help & support

Are you a Carer? Yes/No	If yes, for whom?
Do you have a Carer? Yes/no	Name of Carer
Address & Contact Details for Carer	
Signed / Agreed by Patient	

Allergies - We especially need to know of any *drug allergies* and the effect they have on you, please include non-drug allergies if they have a significant effect on your health.

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.....

.....

Your Height	Your Weight
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Diet: Please indicate which option best describes your usual diet			
Poor	Average	Good	Special Diet (Please give details)

Exercise: Please indicate which option best describes your exercise regime				
Light	Moderate	Heavy	Avoid it	Own health prevents it

Medication

Please note - If you are on regular medication please make an appointment with a doctor before your next prescription is due, and bring with you your current medication repeat slips or boxes / bottles of your medications. If you use an asthma inhaler please make an appointment with the asthma nurse.














Do you Smoke? Yes/No	If 'Yes now many	Have you ever smoked? Yes/No	When did you give up?
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At the Practice we have dedicated Nurses who are fully trained in smoking cessation that can help you. They can assess your readiness to stop, discuss treatment options (not only nicotine replacement products but modern drugs that can stop cravings) and give ongoing support.

I would like one of the Practice Nurses to contact me regarding helping me to stop smoking – YES/NO

I would like one of the Practice Nurses to contact me regarding Nicotine Replacement Therapy Treatment – YES/NO

Units of Alcohol

1 UNIT	1.5 UNITS	2 UNITS	3 UNITS	9 UNITS	30 UNITS
 Normal beer half pint (284ml) 4%	 Small glass of wine (125ml) 12.5%	 Strong beer half pint (284ml) 6.5%	 Strong beer Large bottle/can (440ml) 6.5%	 Bottle of wine (750ml) 12.5%	 Bottle of spirits (750ml) 40%
 Single spirit shot (25ml) 40%	 Alcopops bottle (275ml) 5.5%	 Normal beer Large bottle/can (440ml) 4.5%	 Large glass of wine (250ml) 12.5%	Government advises alcohol consumption should not regularly exceed:  Men 3-4 units daily  Women 2-3 units daily	
Source: ONS, NHS		 Medium glass of wine (175ml) 12.5%			

Alcohol Consumption:	Please circle the appropriate answer.					Scores: to be completed by the surgery
How often do you have a drink that contains alcohol?	Never	Monthly or less	2-4 times per month	2-3 times per week	4+ times per week	
How many units of alcohol do you have on a typical day when you are drinking?	1-2	3-4	5-6	7-8	10+	
How often do you have 6 or more units on one occasion?	Never	Less than monthly	Monthly	Weekly	Daily or almost daily	
Scoring (for practice use)	0	1	2	3	4	

A total of 5+ indicates increasing or higher risk drinking
 An overall total score of 5 or more is AUDIT C positive. **Read code 38d4**

Total score:

Alcohol Consumption	Please circle the appropriate answer.					Scores: to be completed by the surgey
How often during the last year have you found that you were not able to stop drinking once you had started?	Never	Less than monthly	Monthly	Weekly	Daily or almost daily	
How often during the last year have you failed to do what was normally expected from you because of your drinking?	Never	Less than monthly	Monthly	Weekly	Daily or almost daily	
How often during the last year have you needed an alcoholic drink in the morning to get yourself going after a heavy drinking session?	Never	Less than monthly	Monthly	Weekly	Daily or almost daily	
How often during the last year have you had a feeling of guilt or remorse after drinking?	Never	Less than monthly	Monthly	Weekly	Daily or almost daily	
How often during the last year have you been unable to remember what happened the night before because you had been drinking?	Never	Less than monthly	Monthly	Weekly	Daily or almost daily	
Have you or somebody else been injured as a result of your drinking?	No		Yes, but not in the last year		Yes, during the last year	
Has a relative or friend, doctor or other health worker been concerned about your drinking or suggested that you cut down?	No		Yes, but not in the last year		Yes, during the last year	
Scoring (for practice use)	0	1	2	3	4	

Scoring: 0 – 7 Lower risk, 8 – 15 Increasing risk,
16 – 19 Higher risk, 20+ Possible dependence

**Total score equals
score above+ audit C
Read code 38D3**

Total score:

PATIENT ETHNIC ORIGIN QUESTIONNAIRE

We have been asked by the NHS to collate ethnic origin details of new patients registering at the practice.

Please tick ONE box which indicates your ethnic origin.

It is not compulsory to complete this form, although knowledge of your origins may help in early diagnosis of some conditions more common in specific communities.

Name..... Date of Birth.....

White

- ☐ British
- ☐ Irish
- ☐ Any other background please specify below
.....

Mixed

- ☐ White and Black Caribbean
- ☐ White and Black African
- ☐ White and Asian
- ☐ Any other background please specify below
.....

Asian

- ☐ Indian
- ☐ Pakistani
- ☐ Bangladeshi
- ☐ Any other background please specify below
.....

Black or Black British

- ☐ Caribbean
- ☐ African
- ☐ Any other background please specify below
.....

Chinese or other ethnic group

- ☐ Chinese
- ☐ Any other ethnic group background please specify below
.....

First Language

.....

.....

Religion

.....

For further information about the Practice, please see the Practice leaflet or visit our website
www.balsallcommongrouppractice.co.uk

Management of Patient Information- Notice For Patients

Your Information, Your Rights

Our Management of Patient Information process explains why we collect information about you and how that information may be used to deliver your direct care and manage the local health and social care system.

The process reflects:

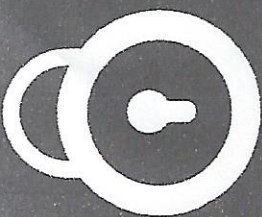
- What information we collect about you;
- How and why we use that information;
- How we retain your information and keep it secure;
- Who we share your information with and why we do this.

The process also explains your rights in relation to consent to use your information, the right to control who can see your data and how to seek advice and support if you feel that your information has not been used appropriately. A full copy of the Management of Patient Information process is available on our website or on application to the Practice Manager. In addition detailed below is the Practice "Subject Access Request Policy". This policy details the process for the management of requests for personal information (for living individuals) under the Data Protection Act (DPA, the General Data Protection Regulations (GDPR) and (for deceased individuals) the Access to health Records Act 1990.



YOUR CARE CONNECTED is a local Birmingham & Solihull service which will allow doctors, nurses and other registered healthcare professionals to view information from a patient's record, with the patient consent to provide better, safer care. More information about this service is included within this pack including an opt out form if required.

The SUMMARY CARE RECORD (SCR) is an electronic record of important patient information, created from GP medical records. It can be seen and used by authorised staff in other areas of the health and care system involved in the patient's direct care. More information about this service is included within this pack including an opt out form if required.



Protecting Information

The importance of privacy

Only registered healthcare professionals can view your medical records and they will always ask permission before doing so. What's more, access is provided through a locked network ensuring your information is always secured to the highest possible standards.

The information you share will always be protected.

What is not shared?

Your Care Connected does not share everything from your GP record.

This is because we follow national guidance on patient confidentiality and the sharing of sensitive information. As a result, Your Care Connected does not currently share information relating to:

- ☐ IVF treatment
- ☐ Sexually transmitted infections
- ☐ Termination of pregnancy
- ☐ HIV and AIDS
- ☐ Gender reassignment
- ☐ Free text from GP record

Please note: this list may be subject to change to reflect changes to national guidance on the sharing of sensitive information. Please visit our website to find an up-to-date list of information that is not shared when the person treating you accesses your record using Your Care Connected.

Your information, your choice

If you are happy to take part, you do not need to do anything

You do not need to do anything if you are happy to have your information accessed using Your Care Connected. If you visit one of the organisations listed on the previous page, those treating you will ask for your permission to view your record.

If you do not want your information shared

If you do not want your information shared using Your Care Connected, you will need to 'opt-out'. This will mean only your usual medical practice will be able to access your record electronically. To opt out, please complete the form below and send it back in the free-post envelope provided. You can also visit your GP and speak with them directly. Your GP record will then be marked to show that you do not want your information to be shared.

Section A - ONLY COMPLETE IF YOU DO NOT WANT YOUR INFORMATION SHARED

Please complete this form in BLOCK CAPITALS if you do not want your information to be shared using Your Care Connected for the purpose of improving your direct care when visiting one of the participating NHS organisations. If you wish to opt out on behalf of a child or vulnerable adult, you must visit their practice and speak with a GP, but they may decline your request if they believe it is not in the best interests of the child or vulnerable adult in question.

Title: Name: Postcode: Date of Birth: (DD/MM/YYYY)

NHS No. (if known)

I do not want my information to be shared via Your Care Connected. I understand that this may mean important information will not be available to those treating me when making decisions about my treatment. I understand that by opting out of Your Care Connected I will also opt out of any other local sharing initiatives by default. I also understand that I change my mind can only opt back in by visiting my GP Practice.

CFH Docmail Ltd
Wells Road
Radstock
BA3 3UP

Signed: _____
FOR NHS USE ONLY

Opt out request actioned by Practice on:

Actioned by:



Your Care
Connected



W: MidlandsYourCareConnected.nhs.uk
E: info@MidlandsYourCareConnected.nhs.net
Leave a voice message: 0333 450 3388

Your medical history could save your life in an emergency - please read this leaflet carefully

Your GP Practice has agreed to take part in Your Care Connected, a new NHS service being implemented across Birmingham, Sandwell and Solihull which will allow the doctors, nurses and other registered healthcare professionals working in local hospitals to view information from your GP record, only with your permission, to provide you with better, safer care.

This leaflet will explain:

- What Your Care Connected is
- How it will improve the care you receive when you visit one of the participating NHS organisations
- Who will be able to see your information and what they will be able to see
- What you need to do if you do not wish to take part

Please read it carefully and contact us using the details above if you have any further questions.

Sharing information to improve the care YOU receive

Your Care Connected is a new NHS service to improve the care you receive when you visit one of the participating NHS organisations. If you (or your carer/guardian where applicable) gives the person treating you permission to view your medical record, they will use that information to help provide you with the care and treatment you need - this is especially important in emergency situations.

Please note:

Your Care Connected will only be used to improve the care you receive when you visit one of the NHS organisations listed in this pack. Your Care Connected does NOT share your information with anyone other than the listed NHS organisations.

YOUR DATA WILL NOT BE extracted, stored elsewhere, used for research or marketing or sold to any other organisations. If you opt-out of Your Care Connected, it will also automatically stop your record being shared for any other local data sharing projects (for example, GP practice to practice sharing for extended opening hours and seven day access).

You do not need to do anything if you are happy to have your information shared with those caring for you.

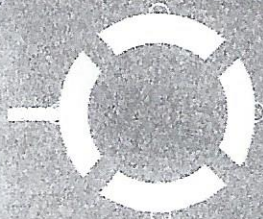
Thank you for taking the time to read this letter. Please read the rest of this leaflet carefully for more detailed information. If you have any further questions not answered in this pack, please contact us via email, leave a message on our free phone voicemail service or visit our website.

Yours sincerely,



Your Care Connected

Sharing information to improve the care you receive



Saving Lives

The more information the better

Allowing healthcare professionals to view information from your GP record will provide them with a more complete and potentially life-saving picture of your health. It will also help to reduce unnecessary repeat visits, out-of-hours treatments and X-rays.

Sharing your medical records could save your life.

Did you know...

Your GP medical record is the most complete record of your health and wellbeing.

But did you know that when you visit a hospital, access mental health or out of hours services, or need an ambulance, those treating you cannot access your record? Your local NHS feels that those involved in your care should be able to see vital information about you to help improve the medical care that you receive, which is why Your Care Connected is being implemented across Birmingham, Sandwell and Solihull.

Your Care Connected will allow doctors, nurses and other registered healthcare professionals caring for you to view information from your GP record, with your permission, to provide you with better, safer care.

How this helps you

- ✔ Faster and easier access to your medical information, which could save your life
- ✔ Provides information such as any medication you take and the dosage, any allergies you may have, the results of any recent medical tests you've had or which member of the GP practice staff you saw last
- ✔ Improves the safety and quality of your care
- ✔ Less time spent filling in forms
- ✔ More secure than your GP sending your record via fax or recorded delivery to the participating organisations (which is the current alternative)
- ✔ Enables safer delivery of care in an emergency

"Your Care Connected will take a lot of the stress away from hospital visits; having one system tell my story, providing all the reliable and essential information about me will help to provide me with better care"

Adrian, Patient

Would you like to know more?

Please visit

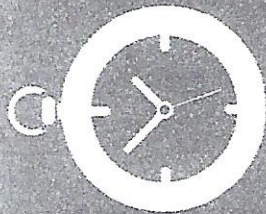
MidlandsYourCareConnected.nhs.uk

Alternatively, you can email the team

info@MidlandsYourCareConnected.nhs.net

Or leave a message on our free phone voicemail service

0333 150 3388



Saving Time

Nobody likes wasting time

Quicker access to your medical information could help reduce the number of forms you need to complete, reduce waiting times and reduce unnecessary stays in hospital.

Share your medical records and save time.

Who will be able to access your information?

When you visit one of the organisations below, the person treating you will ask for your permission to view information from your GP record using Your Care Connected. This will help to provide you with better, safer care:

- | | |
|--|-----------------------------------|
| ✔ Birmingham Children's Hospital | ✔ Heartlands Hospital |
| ✔ Birmingham Community Healthcare | ✔ Queen Elizabeth Hospital |
| ✔ Birmingham and Solihull Mental Health Foundation Trust | ✔ The Royal Orthopaedic Hospital |
| ✔ Birmingham Women's Hospital | ✔ Sandwell General Hospital |
| ✔ Birmingham City Hospital | ✔ Solihull Hospital |
| ✔ Good Hope Hospital | ✔ West Midlands Ambulance Service |
| | ✔ Local out-of-hours GP services |

Your Care Connected can only be used to view your information with your permission and for your direct care. Please note that clinicians may override your permission in the event of an emergency, for example if you are unconscious or otherwise unable to communicate, or they feel it is essential to your health and wellbeing.

What will they see?

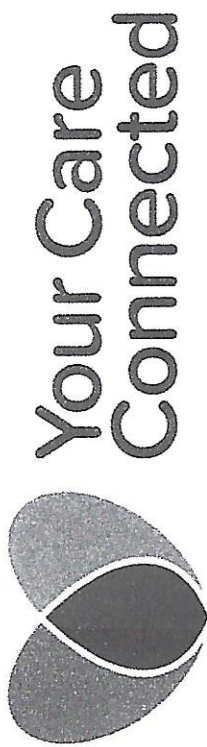
Health professionals treating you will only view the parts of your medical record listed below and only with your permission; if you allow them to access your record, it will provide them with a host of important information, including:

- | | |
|-------------------------------------|--|
| ✔ Allergies | ✔ Treatment |
| ✔ Medication | ✔ Medical procedures |
| ✔ Hospital admissions and referrals | ✔ End of life wishes |
| ✔ Vaccinations and Immunisations | ✔ Demographic information (age, gender etc) |
| ✔ Test results | ✔ Concerns related to abuse of vulnerable children or adults (if applicable) |
| ✔ Diagnoses | |

Your information will not be used for any other purposes, such as for research, or given/sold to third parties. For any changes or an up-to-date list, please refer to our website www.midlandsyourcareconnected.nhs.uk.



We champion a safe, secure and reliable NHS. We support a high quality of care and a high quality of life. We support a high quality of care and a high quality of life. We support a high quality of care and a high quality of life.



Opt Out Form

Section A – ONLY COMPLETE IF YOU DO NOT WANT YOUR INFORMATION SHARED

Please complete this form in BLOCK CAPITALS if you do not want your information to be shared using Your Care Connected for the purpose of improving your direct care when visiting one of the participating NHS organisations. If you wish to opt out on behalf of a child or vulnerable adult, you must visit their practice and speak with a GP, but they may decline your request if they believe it is not in the best interests of the child or vulnerable adult in question.

Title:

Name:

Postcode:

Date of Birth:
(DD/MM/YYYY)

NHS No.
(if known)

I do not want my information to be shared via Your Care Connected. I understand that this may mean important information will not be available to those treating me when making decisions about my treatment in potentially urgent and life-threatening situations. I understand that by opting out of Your Care Connected I will also opt out of any other local sharing initiatives by default. I also understand that if I change my mind I can only opt back in by visiting my GP Practice.

**Please complete and return this form to
your GP practice if you do not wish to
take part in Your Care Connected**

Signed: -----

FOR NHS USE ONLY

Opt out request actioned by Practice on:
(DD/MM/YYYY)

Actioned by:

BALSALL COMMON AND MERIDEN GROUP PRACTICE

Balsall Common Health Centre
1 Ashley Drive
Balsall Common
Nr Coventry
CV7 7RW
Tel: 01676 935000
Fax: 01676 292005

Old School House
200 Main Road
Meriden
Coventry
CV7 7NG
Tel: 01676 522252
Fax: 01676 523865

Dear Patient

The Balsall Common and Meriden Group Practice are participating in the Summary Care Record Programme. A Summary Care Record is a summary of important information about your health which can be accessed via NHS computers by NHS staff only. This programme offers a real chance to improve patient safety and clinical care while providing important safeguards about consent and confidentiality. It means that if you have an accident or become ill, Healthcare staff will be able to immediately access vital health information about you to help provide you with the best possible care.

The only medical information included on the Summary Care Record at the moment is allergies, repeat prescriptions and previous reactions to medicines.

This information is particularly helpful in the following situations

- If you attend an Out Of Hours Centre, Walk-In Centre or Accident & Emergency
- If you are a temporary patient from another practice and do not have a clinical record on their GP system
- In an emergency situation where the patient is unconscious

In the future the following information may also be added

- Significant Illnesses and Health Problems
- Illnesses that you take regular medication for, such as Asthma and Diabetes
- Important test results and Immunisations

If there is any information that you do NOT want to be included in your Summary Care Record, you must let your GP Practice know

Please note that staff accessing your Summary Care Record must do so with your prior consent on each occasion, so even though you may have a Summary Care Record a member of staff will not be able to view it until they have received your verbal consent.

If however you choose not to have a Summary Care Record, we will need this in writing. An Opt out form should be completed (for children – the parent will need to complete this on their behalf). A copy of this form is attached.

If you have any further questions, please do not hesitate to contact the Practice. Additional information can also be found on the following website.

www.nhscarerecords.nhs.uk

or by telephoning **0845 603 8510** (7.00am – 10.00pm – Every day except Bank Holidays)

Joanne Hope
Practice Manager



Request for all clinical data to be withheld from the summary care record.

Please return this form to your participating GP practice

To be completed by the individual (data subject) making the request.
Please complete in BLOCK CAPITALS.

Title _____ Surname / Family name _____

Forename(s) _____

Address _____

Postcode _____ Tel No _____ Date of birth _____

NHS number (if known) _____

What does it mean if I DO NOT have a summary care record?

Health-care staff treating you may not be aware of your current medications in order to treat you safely and effectively.

Health-care staff treating you may not be made aware of current conditions and/or diagnoses leading to a delay or missed opportunity for correct treatment.

Health-care staff may not be aware of any allergies/adverse reactions to medications and may prescribe or administer a drug/treatment with adverse consequences.

If you have any questions, or if you wish to discuss your choices or concerns, please telephone the NHS Care Records Service Information Line on 0845 603 8510.

If you remain unsure about whether or not to have a SCR please contact your participating practice.

Signature _____ Date _____

Actioned by practice: Date: