

Riverside Surgery – Patient Information Leaflet

How to register as a patient

We have an open list and welcome new registrations.

What we require from you:

- Your current NHS Medical Card. Please make every effort to find this as it does speed up the process. If you are unable to find this we will ask you to fill in a GMS1 form. Please note that this form requires you to fill in your previous doctor's name and address and also your previous address (including postcode) if you have moved to this area. We cannot register you without this information.
- A completed new patient questionnaire – this will help us to treat you appropriately whilst we wait for your notes to be sent by the Health Authority (this usually takes about 2 weeks). For patients over 16 we also require A FAST questionnaire to be completed.
- In accordance with recommendations made by the NHS Counter Fraud and Security Management Service we will ask for the following details from any persons wishing to register at this surgery. Whilst it is not an absolute requirement, it is helpful for us to ensure fraud is avoided. Nb: It will be helpful to have one document from each list below.

Documents accepted to confirm identity	Documents accepted to confirm address
Birth certificate	Current UK photocard driving licence (full/prov)
Current fully signed passport	Current UK driving licence – paper style (full)
Current UK photocard driving licence (full/prov)	Benefit/pensions book
Current EEA member state ID card	Recent utility bill e.g. Gas, electricity, land line telephone – less than 3 months old
Current residence permit	Recent bank/building society/mortgage statement – less than 3 months old
Benefit/pensions book (card not acceptable)	Current council tax bill – less than 12 months old
Official tax notification from Revenue & Customs: <ul style="list-style-type: none"> • PAYE coding notice • Tax assessment • Statement of account • Notification of working family tax credit • Notification of children's tax credit • Notification of disabled person's tax credit 	Official tax notification from Revenue & Customs: <ul style="list-style-type: none"> • PAYE coding notice • Tax assessment • Statement of account • Notification of working family tax credit • Notification of children's tax credit • Notification of disabled person's tax credit

NB: the same document cannot be used to confirm both name and address.

Please allow 1 week before booking an appointment.