

## **PRACTICE REGISTRATION POLICY**

Beeches Green Health Centre strictly complies with the Gloucestershire countywide registration policy and procedure. The purpose of this protocol is to set out the procedure for patients wishing to register with the practice. Under the terms of the GMS contract, GPs have a measure of discretion in accepting applications to join their patient lists. For the majority of requests, patients will be able to join the patient list, although GPs can turn down a request on reasonable grounds (eg, if the patient's main home is not within the practice boundary). An application cannot, however be turned down on discriminatory grounds, ie race, gender, social class, age, religion, sexual orientation, appearance, disability or medical condition. Thus, this Practice Registration Policy is applicable to all patients wishing to join the Practice.

### **CRITERIA**

Patients wishing to register with the practice will need to demonstrate that they are entitled to free NHS treatment. The Practice will need to establish that they have a main residence in the practice area. Dependants of patients who fulfil the criteria are also entitled to free treatment as long as they are the spouse (including civil partner), or a child, and are living together at the same address.

Entitlement to free NHS treatment is on the basis of **residency** regardless of any previous national insurance or tax contributions and irrespective of whether you are a UK passport holder. Holding an NHS number does not indicate that the NHS treatment is free of charge. **Proof of identity and address are required.**

### **UK citizens living abroad**

If you live abroad for most of the year you are not entitled to continue to be registered with this practice. Anyone leaving the UK with the intention of living abroad for a period of 90 days or longer must notify the practice of this in advance. If you fall ill when returning on a visit, you are entitled to emergency care, if this is deemed necessary by the practice. Please also see below if you are resident in an EEA country.

## ***The onus is on the patient to prove their eligibility***

**All patients requesting to register with the Practice need to produce two forms of ID:**

- Photo ID - current valid signed passport, Current UK driving licence or current EU/EAA driving licence, EU identification card
- Address ID - Utility bill, rental agreement, bank statement (no older than 3 months), mortgage statement, solicitors letter confirming recent purchase of property

Children under 16 whose parent/guardian are registered with the practice/registering at the same time will need to provide either an original birth certificate or a certified copy or a valid passport

(Patients need to be informed that photocopies will be taken and this information will then be scanned onto their medical records for proof of identity purposes)

## CATEGORIES OF ELIGIBILITY

Asylum Seekers - entitled to the same services as those entitled to free NHS treatment upon production of a Home Office form IS 96 (outstanding application for refuge in the UK)

### "Insured" EEA Visitors<sup>1</sup>

If you do not have a main residence within our practice area you are entitled to 'any necessary care' for chronic conditions including monitoring of existing conditions. This includes the following types of healthcare services for ongoing conditions - blood tests, blood pressure checks, routine maternity care, cholesterol checks, insulin, oxygen, renal dialysis and warfarin tests. Visitors will need to produce their European Health Insurance Card. For the purposes of this guidance, visitors from elsewhere in the United Kingdom can be included within this category.

(Visitors from countries with Bilateral Health agreements<sup>2</sup> More significance in secondary care than primary care. At primary care level if the patient does not meet the criteria for entitlement of free NHS treatment, they are entitled to emergency and immediately necessary treatment only (and for a condition that arose after they arrived in the UK). This is treatment which in the opinion of a healthcare professional cannot be delayed or avoided.

All other visitors (including Americans, Canadians and Japanese for instance) have no right to free Primary Care under the NHS except for emergencies and immediately necessary treatments unless they fit the criteria for free NHS treatment.

<sup>1</sup> European countries plus Iceland, Liechtenstein, Norway and Switzerland (although Switzerland is not a member of the EEA, their residents are entitled to free treatment of chronic conditions under the NHS if it cannot wait until the patient returns home. Besides the UK the EEA Member States are: Austria, Belgium, Bulgaria, Cyprus, Czech republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Republic of Ireland, Romania, Slovakia, Slovenia, Spain and Sweden

<sup>2</sup> Countries with a Bilateral Healthcare Agreement are Anguilla, Armenia, Australia, Azerbaijan, Barbados, Belarus, Bosnia-Herzegovina, British Virgin Islands, Croatia, Falkland Islands, Georgia, Gibraltar, Iceland, Isle of Man, Kazakhstan, Kirgizstan, Macedonia, Moldova, Montenegro, Montserrat, New Zealand, Russia, Serbia & Montenegro, St Helena, Tajikistan, Turkmenistan, The Turks & Caicos Islands, Ukraine, Uzbekistan

### Referrals to Secondary Care

If a GP decides to treat a patient who is not normally entitled to free treatment, and if that patient is referred onto Secondary Care, then the patient should be informed that they may be charged and the secondary care establishment should be informed that the patient may be chargeable.

### "No Recourse to Public Funds"

If you see this stamp on documents it has no relevant to NHS care. It relates to Housing Benefit, Disability Allowance, Income Support, Working Family Tax Credit, Council Tax Benefit, etc.

Reviewed: November 2016  
Deputy Manager