**MOOR PARK MEDICAL PRACTICE**

**NEW PATIENT REGISTRATION POLICY**

To join the practice, we ask that you provide the following documentation for identification. If you are unable to provide the documents listed your details will be passed to the Practice Manager who will then look to authorise registration. Please note that without documentation the registration process can take a little longer.

Please provide the Practice with one form of identification from each list

* Passport
* UK photo Driving Licence
* ID card for foreign nationals
* Entry clearance docs (stamped)
* Current residence permit (stamped)
* Official tax notification
* Benefits / pensions book (not card)

Proof of Address:

* Utility bills (not mobile phone)
* Bank statement
* Housing contract
* Official insurance doc
* Official tax (or similar) doc
* Residence permit
* Letter from IND/BIA (with stamp)
* Work permit

The Practice ask that the patient fill in a New Patient Registration Form and an appointment will be made for patients to have a New Patient Health Check where the nurse or HCA can input all your information on to our system.

Please note that any patients who fail to attend the New Patient Health Check will not be registered. The Practice has a policy on patients not attending pre booked appointments and patients can be removed from the Practice for DNA’s

**New Born Babies**

To register a new born baby, it is essential that you provide the practice with the NHS number (this can be found in the front of your babies red book) along with a copy of the birth certificate.

This policy has been put in place to protect the patients and the practice and the registration process is the same for all patients wishing to register at the Practice.