

How to register with Orchard Medical Practice

Orchard Medical Practice welcomes new patients and we hope that the information contained within this Patient Information Pack, will help you decide if we are able to provide you with the appropriate services you (and your family) are looking for.

Step 1: Confirm that you live within the Practice Boundary

Before registering with the Practice please check with reception that you are currently living within our Practice boundary.

Step 2: Complete Practice Registration Forms

When registering with us you will be asked to complete a Practice Registration Form (one for each member of the household), which enables Patient Services to trace your medical records and send them to the Practice.

Our Patient Details Questionnaire Form will ask you for your personal details, some basic lifestyle questions, allergies and information about any medical conditions you have.

If you have a medical condition such as diabetes, asthma, heart disease or something else that needs regular monitoring, please make sure that this is indicated on the questionnaire. All patients on repeat medication will need to make a doctor's appointment upon registering. It would be helpful to let us see your most recent repeat prescription slip from your previous practice.

It is our practice policy to request two suitable forms of identification to confirm (a) your name (e.g. passport, driving license) and (b) confirmation of your address (e.g. recent utility bill, bank statement, council tax bill, child benefit book etc – it must show your name and address). You will need to present this at the time of registering with the Practice.

Step 3: Placed on the Practice List

Once you have completed and signed all the registration forms, please bring them along to reception, so that all information can be checked, as without them we cannot proceed in registering you with the Practice. Please be assured that our policy is to enable us to give you the very best medical care and service at all times.

Once Registered:

Medication - If you are on repeat medication please make a routine appointment with the doctor before your next prescription is due.

Appointments – Appointments can be made up to 4 weeks in advance with any GP, Nurse or Healthcare Professional. If you require an urgent appointment on the day please call at 8 am.

We welcome you to Orchard Medical Practice. If you have any comments, suggestions or compliments we always strive to improve our services to you.

On behalf of Drs Sheikh, Temple, Macgregor, Mills, Freeman, Phipps, Malik, Law, Mountcastle & Jones