

## New Assignment Process



### Guidance for Patients - Assignment to a GP practice.

#### When to complete the form

The assignment process is designed for patients that are unable to register with a local GP practice in the routine way, not for patients who choose to move practice. Practitioner Services can arrange for you to be assigned to a new practice which covers your address.

We are unable to assign you if:

- You have already been assigned recently (in last 3 months)
- You want to register with a specific GP practice  
*Practitioner Services must follow the NHS Board's policy – assignments are allocated on a strict rota basis.*
- You feel you require particular treatment/medication  
*Practitioner Services do not know about practice prescribing policies. All assignments are for the provision of Primary Medical Services only.*
- You wish to register outwith the area you live in.

#### Completing the form

The form must be completed as fully as possible; failure to do so may delay your assignment. The information you provide will help us to positively identify you and trace your previous GP Health Records.

#### Signing the form

The form must be signed and dated by the person that requires assignment. If you are aged sixteen years or over and unable to sign the form, you can have it signed on your behalf by your representative.

Forms for children under the age of sixteen must be signed by a parent or guardian - not the child.

#### Returning the form

If you have been issued with a pre-addressed return envelope you should use it to post your form alternatively post your form to:

**Practitioner Services – Medical**  
**Gyle Square**  
**1 South Gyle Crescent**  
**Edinburgh EH12 9EB**

#### What happens next?

We will email your form to the new practice and instruct them to add your details to their GP system.

When this is completed a medical card will be sent to you showing your new practice. (Exceptionally some patients will receive a letter instead.) You will receive your card within 5 days of us receiving your request.

If you require **urgent** medical attention before then, you can approach any practice on a temporary basis or contact NHS24 by telephoning: **111** (Calls to NHS24 are free from both landlines and mobile phones)

#### After Assignment

You will need to show your new practice some form of identification/proof of residency e.g. Passport, Student ID Card, Visa, birth certificate and proof of your address. This is required by all patients registering with the NHS. **Please take your ID to the practice as soon as possible as failure to do so may result in your assignment being cancelled.**

You will have **four** weeks to make contact with the practice and present suitable documentation to them failure to do this may result in you being removed from the practice list as it will be assumed you are no longer in the area and do not require GP services.

#### Further Information

You can obtain further information from:

- Health Rights Information Scotland ([www.hris.org.uk](http://www.hris.org.uk))
- NHS Inform ([www.nhsinform.co.uk](http://www.nhsinform.co.uk))
- How to use the NHS ([www.how-to-use-the-nhs.com](http://www.how-to-use-the-nhs.com))
- NHS Inform Helpline: Telephone 0800 22 44 88