NZMC: 13080 **EDI**: **st6joh8w** Dr Satya Prakash	**St Johns Medical Centre** 345 Wicksteed Street Whanganui 4500	**Ph** 06 348 7775 **Fax** 06 348 7773 **Email:** stjohns@sjmc.nz

ENROLMENT FORM

Shaded fields are compulsory	***Anyone over age of 16 years must complete their own enrolment form***	**NHI** *(Office use only)*

Name	Title	* Given Name(s)	* Preferred Name	* Family Name
Other Name(s) (e.g. maiden name)				
Birth Details		* Day / Month / Year of Birth	* Place of Birth	* Country of birth
Gender *	☐ Male ☐ Female ☐ Gender Diverse (please state)		Occupation	

Residential Address	* House (or RAPID) Number and Street Name	* Suburb/Rural Location	* Town / City and Postcode
Postal Address (if different from above)	House Number and Street Name or PO Box Number	Suburb/Rural Delivery	Town / City and Postcode

Contact Details	* Mobile Phone	*Home Phone	* Email Address
Next of Kin/ Emergency Contact	Name	Relationship	Mobile (or other) Phone
Smoking Status	☐ Smoker ☐ Ex-Smoker ☐ Vaping ☐ Never Smoked		

Transfer of Records	*In order to get the best care possible, I agree to the Practice obtaining my records from my previous Doctor. I also understand that I will be removed from their practice register.* ***Sign:*** _____ ***Date:*** _____		
	☐ Yes, please request transfer of my records	☐ No transfer	☐ Not applicable
	Previous Doctor and/or Practice Name	Address / Location	

Ethnicity Details
Which ethnic group(s) do you belong to?

Tick the space or spaces which apply to you

- ○ New Zealand European
- ○ Māori
- ○ Iwi: _____
- ○ Samoan
- ○ Cook Island Māori
- ○ Tongan
- ○ Niuean
- ○ Chinese
- ○ Indian
- ○ Other (such as Dutch, Japanese, Tokelauan). Please state

Community Services Card		☐ Yes	☐ No
Day / Month / Year of Expiry	Card Number		
High User Health Card		☐ Yes	☐ No
Day / Month / Year of Expiry	Card Number		

The enrolment process can take up to one month.

Do you feel that you need to be seen within the first month?
☐ No thanks! ☐ Yes please!

If yes, please speak to the receptionist when you hand in this form.

*	My declaration of entitlement and eligibility

I am entitled to enrol because I am residing permanently in New Zealand. *The definition of residing permanently in NZ is that you intend to be resident in New Zealand for at least 183 days in the next 12 months*	☐

I am eligible to enrol because:

a	**I am a New Zealand citizen** *(If yes, tick box and proceed to **I confirm that, if requested, I can provide proof of my eligibility below**)*	☐

If you are **not a New Zealand citizen** please tick which eligibility criteria applies to you (b–j) below:

b	I hold a resident visa or a permanent resident visa (or a residence permit if issued before December 2010)	☐
c	I am an Australian citizen or Australian permanent resident AND able to show I have been in New Zealand or intend to stay in New Zealand for at least 2 consecutive years	☐
d	I have a work visa/permit and can show that I am able to be in New Zealand for at least 2 years (previous permits included)	☐
e	I am an interim visa holder who was eligible immediately before my interim visa started	☐
f	I am a refugee or protected person OR in the process of applying for, or appealing refugee or protection status, OR a victim or suspected victim of people trafficking	☐
g	I am under 18 years and in the care and control of a parent/legal guardian/adopting parent who meets one criterion in clauses a–f above **OR** in the control of the Chief Executive of the Ministry of Social Development	☐
h	I am a NZ Aid Programme student studying in NZ and receiving Official Development Assistance funding (or their partner or child under 18 years old)	☐
i	I am participating in the Ministry of Education Foreign Language Teaching Assistantship scheme	☐
j	I am a Commonwealth Scholarship holder studying in NZ and receiving funding from a New Zealand university under the Commonwealth Scholarship and Fellowship Fund	☐

I confirm that, if requested, I can provide proof of my eligibility	☐ Evidence sighted	Staff Name (Office use only)

My agreement to the enrolment process

NB. Parent or Caregiver to sign if you are under 16 years

I intend to use this practice as my regular and ongoing provider of general practice / GP / health care services.
I understand that by enrolling with this practice I will be included in the enrolled population of this practice's Primary Health Organisation (PHO) Whanganui Regional Health Network, and my name address and other identification details will be included on the Practice, PHO and National Enrolment Service Registers.
I understand that if I visit another health care provider where I am not enrolled I may be charged a higher fee.
I have been given information about the benefits and implications of enrolment and the services this practice and PHO provides along with the PHO's name and contact details.
I have read and I understand the Use of Health Information Statement. The information I have provided on the Enrolment Form will be used to determine eligibility to receive publicly-funded services. Information may be compared with other government agencies, but only when permitted under the Privacy Act.
I agree to respect the privacy of all patients, visitors, and staff at this practice. I understand that taking photos, filming, or audio recording anywhere on the clinic premises is strictly prohibited.
I understand that the Practice participates in a national survey about people's health care experience and how their overall care is managed. Taking part is voluntary and all responses will be anonymous. I can decline the survey or opt out of the survey by informing the Practice. The survey provides important information that is used to improve health services.
I agree to inform the practice of any changes in my contact details and entitlement and/or eligibility to be enrolled.

Signatory Details	* **Signature**	* **Day / Month / Year**	☐ Self-Signing	☐ Authority

An authority has the legal right to sign for another person if for some reason they are unable to consent on their own behalf.

Authority Details *(where signatory is not the enrolling person)*	Full Name	Relationship	Contact Phone
	Basis of authority (e.g. parent of a child under 16 years of age)		

SJMC
ST JOHN'S MEDICAL CENTRE

Fees, Payments, and Outstanding Accounts

In accordance with our enrolment forms, all new and existing patients are to be aware of the following

We will advise you of consultation fees and charges at or before the time services are provided, these are also listed within the practice and may change according to any additional time/services/equipment required. Payment is expected on the day of consultation unless other arrangements have been agreed.

If you have an outstanding balance above a level determined by the practice, you may be required to clear the balance, make payment on the day, or enter into an agreed payment plan in order to continue receiving non-urgent care. Urgent or emergency care will not be withheld.

Payment plans, including automatic payments and direct payments through Work and Income (WINZ), may be arranged where appropriate.

Outstanding accounts that are not paid within a reasonable timeframe and where no payment arrangement is in place may incur additional administration costs and may be referred to a debt recovery agency, in accordance with privacy and legal requirements.

Patient's Full Name:

Date:

Signature