

Stewart Street Surgery

26 Stewart Street, Marton 4710

Ph: (06) 327 8884 Fax: (06) 327 6018

Enrolment Form

Fields with an asterisk * are compulsory	Anyone over the age of 16 years must complete their own form	NHI (Office use only)
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Name*	(Title)	Given Name*	Other Given Name(s)*	Family Name*
Other Name(s) (eg. maiden name) Please tick the name you prefer to be known as				
Birth Details*		Day / Month / Year of Birth*	Place of Birth*	Country of birth*
Gender*	<input type="checkbox"/> Male*	<input type="checkbox"/> Female*	<input type="checkbox"/> Gender diverse (please state)*	
				Occupation

Usual 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
Emergency Contact	Name	Relationship	Mobile (or other) Phone

Transfer of Records	<i>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, as I am only able to be enrolled at one practice at a time in New Zealand.</i>		
	<input type="checkbox"/> Yes, please request transfer of my records	<input type="checkbox"/> No transfer	<input type="checkbox"/> Not applicable
	Previous Doctor and/or Practice Name		Address / Location

Ethnicity Details* Which ethnic group(s) do you belong to? <i>Tick the space or spaces which apply to you</i>	<table style="width:100%;"> <tr> <td style="width:70%; padding: 5px;"> <input type="checkbox"/> New Zealand European <input type="checkbox"/> Maori <input type="checkbox"/> Samoan <input type="checkbox"/> Cook Island Maori <input type="checkbox"/> Tongan <input type="checkbox"/> Niuean <input type="checkbox"/> Chinese <input type="checkbox"/> Indian <input type="checkbox"/> Other (such as Dutch, Japanese, Tokelauan). Please state <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div> </td> <td style="width:30%; padding: 5px;"> <table style="width:100%;"> <tr> <td style="width:50%; padding: 5px;"><input type="checkbox"/> Yes</td> <td style="width:50%; padding: 5px;"><input type="checkbox"/> No</td> </tr> </table> </td> </tr> <tr> <td colspan="2" style="padding: 5px;">Community Services Card</td> </tr> <tr> <td style="padding: 5px;">Day / Month / Year of Expiry</td> <td style="padding: 5px;">Card Number</td> </tr> <tr> <td colspan="2" style="padding: 5px;">High User Health Card</td> </tr> <tr> <td style="padding: 5px;"><input type="checkbox"/> Yes</td> <td style="padding: 5px;"><input type="checkbox"/> No</td> </tr> <tr> <td style="padding: 5px;">Day / Month / Year of Expiry</td> <td style="padding: 5px;">Card Number</td> </tr> <tr> <td colspan="2" style="padding: 5px; text-align: center; color: red;">Practice Specific Field</td> </tr> </table>	<input type="checkbox"/> New Zealand European <input type="checkbox"/> Maori <input type="checkbox"/> Samoan <input type="checkbox"/> Cook Island Maori <input type="checkbox"/> Tongan <input type="checkbox"/> Niuean <input type="checkbox"/> Chinese <input type="checkbox"/> Indian <input type="checkbox"/> Other (such as Dutch, Japanese, Tokelauan). Please state <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div>	<table style="width:100%;"> <tr> <td style="width:50%; padding: 5px;"><input type="checkbox"/> Yes</td> <td style="width:50%; padding: 5px;"><input type="checkbox"/> No</td> </tr> </table>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Community Services Card		Day / Month / Year of Expiry	Card Number	High User Health Card		<input type="checkbox"/> Yes	<input type="checkbox"/> No	Day / Month / Year of Expiry	Card Number	Practice Specific Field	
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Practice Specific Field																	

* 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

AND I am eligible to enrol because:

a	*I am a New Zealand citizen <i>(If yes, tick box and proceed to I confirm that, if requested, I can provide proof of my eligibility below)</i>	<input type="checkbox"/>
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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)	<input type="checkbox"/>
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	<input type="checkbox"/>
d	*I have a current work visa/permit and can show that I am legally able to be in New Zealand for at least 2 years (previous visa/permits included)	<input type="checkbox"/>
e	*I am an interim visa holder who was eligible immediately before my interim visa started	<input type="checkbox"/>
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	<input type="checkbox"/>
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	<input type="checkbox"/>
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)	<input type="checkbox"/>
i	*I am participating in the Ministry of Education Foreign Language Teaching Assistantship scheme	<input type="checkbox"/>
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	<input type="checkbox"/>

***I confirm that, if requested, I can provide proof of my eligibility**

Evidence sighted *(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 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*	<input type="checkbox"/>	<input type="checkbox"/>
			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 <i>(where signatory is not the enrolling person)</i>	Full Name	Relationship	Contact Phone
	Legal basis of authority (e.g. parent of a child under 16 years of age)		

Use of Health Information Statement

Use and confidentiality of your health information (fact sheet)

Your privacy and confidentiality will be fully respected. This fact sheet sets out why we collect your information and how that information will be used.

Purpose

We collect your health information to provide a record of care. This helps you receive quality treatment and care when you need it.

We also collect your health information to help;

- Keep you and others safe
- Plan and fund health services
- Carry out authorised research
- Train healthcare professionals
- Prepare and publish statistics
- Improve government services.

Confidentiality and information sharing

Your privacy and the confidentiality of your information is really important to us.

- Your health practitioner will record relevant information from your consultation in your notes.
- Your health information will be shared with or be accessible by other clinicians or agencies involved in your healthcare with your consent, or if authorised by law.
- You don't have to share your health information; however, withholding it may affect the quality of care you receive. Talk to your health practitioner if you have any concerns.
- You have the right to know where your information is kept, who has access rights and if the system has audit log capability, who has viewed or updated your information.
- Your information will be kept securely to prevent unauthorised access.

Information quality

We're required to keep your information accurate, up-to-date and relevant for your treatment and care.

Right to access and correct

You have the right to access and correct your health information.

- You have the right to see and request a copy of your health information. You don't have to explain why you're requesting that information, but may be required to provide proof of your identity. If you request a second copy of that information within 12 months, you may have to pay an administration fee.
- You can ask for health information about you to be corrected. Practice staff should provide you with reasonable assistance. If your healthcare provider chooses not to change that information, you can have this noted on your file.

Many practices now offer a patient portal, which allows you to view some of your primary health records securely online. Ask your practice if they're offering a portal, so you can register.

Use of your health information

Below are some examples of how your health information is used.

- If your practice is contracted to a Primary Health Organisation (PHO), the PHO may use your information for clinical and administrative purposes including obtaining subsidised funding for you.
- Your District Health Board (DHB) uses your information to provide treatment and care, and to improve the quality of its services.
- The Manage My Health, Shared Care Record, allows primary, secondary and afterhours services across the Whanganui and MidCentral DHBs, access to a health summary of your general practice information.
- A clinical audit may be conducted by a qualified health practitioner to review the quality of services provided to you. They may also view health records if the audit involves checking on health matters.
- When you choose to register in a health programme (e.g. immunisation or breast screening), relevant information may be shared with other health agencies.
- The Ministry of Health uses your demographic information to assign a unique number to you on the National Health Index (NHI). This NHI number will help identify you when you use health services.
- The Ministry of Health holds health information to measure how well health services are delivered and to plan and fund future health services. Auditors may occasionally conduct financial audits of your health practitioner. The auditors may review your records and contact you to check you received those services.
- Notification of births and deaths to the Births, Deaths and Marriages register may be performed electronically to streamline a person's interactions with government.

Research

Your health information may be used in research approved by an ethics committee or when it has had identifying details removed.

- Research which may directly or indirectly identify you can only be published if the researcher has previously obtained your consent and the study has received ethics approval.
- Under the law, you are not required to give consent to the use of your health information if it's for unpublished research or statistical purposes, or if it's published in a way that doesn't identify you.

Complaints

It's OK to complain if you're not happy with the way your health information is collected or used. Talk to your healthcare provider in the first instance. If you are still unhappy with the response you can call the Office of the Privacy Commissioner toll-free on 0800 803 909, as they can investigate this further.

For further information

Visit www.legislation.govt.nz to access the Health Act 1956, Official Information Act 1982 and Privacy Act 1993

The Health Information Privacy Code 1994 is available at www.privacy.org.nz. You can also use the Privacy Commissioner's [Ask Us](#) tool for privacy queries.

A copy of the Health and Disability Committee's Standard Operating procedures can be found at <http://ethics.health.govt.nz/operating-procedures>

[Further detail in regard to the matters discussed in this Fact Sheet can be found on the Ministry of Health website at http://www.health.govt.nz/your-health/services-and-support/health-care-services/sharing-your-health-information](http://www.health.govt.nz/your-health/services-and-support/health-care-services/sharing-your-health-information)



Whanganui Regional Health Network (WRHN) Enrolment Information Sheet

How does being enrolled with my general practice help me?

General Practices provide comprehensive primary, community-based, and continuing patient-centred health care to the patients enrolled with them. Most general practices are affiliated to a Primary Health Organisation (PHO). WRHN is this practice's PHO. There are very good reasons for NZ citizens or residents to sign the enrolment form as these are of direct benefit to you.

- By signing the enrolment form your doctor visits will be charged to you at a lower cost than if you are being charged as a 'casual patient'.
- Continuity of care is important to your health. Advantages of enrolling means you will have direct access to a range of services linked to the PHO.
- Enrolment is free and voluntary.

Is enrolment voluntary?

Enrolment is voluntary but it is most important that you know that you can only enrol with one PHO at a time. If you visit two general practices you should enrol with the one you visit the most often. If you choose not to enrol you can still receive services from your chosen doctor, general practice or first level health provider at a higher fee.

How do I enroll?

By completing an enrolment form available at your medical practice.

How long does my enrolment last?

Your enrolment continues as long as you choose to remain with the practice, however if you do not visit your doctor for three years or more the practice will contact you and you will be asked to confirm that you still wish to be enrolled in the practice by filling out a new enrolment form.

What happens if I go to another practice?

You can go to another general practice or change to another general practice at any time, however if you are still enrolled with one practice and attend another you will pay a higher fee for that visit.

What is a PHO?

PHOs are local structures for delivering and coordinating primary health care services. They bring the health services provided in the community together including, General Practitioners, Nurses, Maori Health workers, Mental Health Workers, Health Promoters, Dieticians, Pharmacists and others.

What happens if the practice I attend changes to another PHO?

If the general practice you attend leaves WRHN or changes to another PHO the practice will make this information available to you.

What is an NHI number?

NHI stands for National Health Index. This is a unique number given to people by the National Health Information Service and allows for the collection of anonymous health information. It has been in use by hospitals for a long time and allows the Ministry of Health to be able to track the use of health services without identifying the individuals. This is extremely important when planning for future services.

What is the Health Information Privacy Code?

This code was prepared by the Privacy Commissioner to better ensure the protection of individual privacy in the health sector. Health Privacy Information is provided on your enrolment form. A pamphlet is also available – please inform your practice if you would like a copy.

If you have further questions about enrolment, please contact your practice, Whanganui Regional Health Network (06) 348 0109 or visit its website www.wrhn.org.nz, or visit the Ministry of Health website www.moh.govt.nz.

