

An A4 size registration sheet for general practice

M. G. SHELDON, M.R.C.G.P.

General practitioner, Banbury, Oxon.

SUMMARY A registration sheet has been designed and tested for use with A4 sized medical records in general practice. Duplicate copies provide both practice and age-sex registers with no further clerical work. A method of using it for temporary residents is also suggested.

Introduction

It is expected that A4 size folders will become available for use in general practice and, after a change-over period, will replace the present medical record envelopes. This will involve many changes, which although tiresome at first, can lead to benefits for both the doctor and the organisation of his practice. It is important that the extra work involved be put to as many uses as possible.

A registration sheet has therefore been designed and tested and is presented as a suggested insertion for the new A4 size records. This sheet can also be used to form a practice register, an age-sex register, and to improve communications for treatment given to temporary residents.

The sheet is shown in the figure and is printed on white N.C.R. paper in triplicate. This means that two carbon copies are automatically produced whenever anything is typed or written on the top copy. The sheet can be printed either with a practice heading as shown in the figure or with a blank space to enable a rubber stamp heading to be used.

It is suggested that the receptionist fills in the sheet either when making up the new records, or when patients first attend the surgery to leave their medical cards. Any missing details can quickly be filled in when the doctor first sees the patient. It is important to obtain the correct name and address (maiden name and previous married names where appropriate), telephone number, date of birth, and date accepted into the practice. Other information which is useful includes the National Health Service number, name and address of employer and exact nature of occupation. For elderly patients it is an advantage to have details of next of kin and of the church attended where appropriate. Space is also provided for other details that may be needed such as hospital numbers, whether the family have their own transport and any other notes the doctor wishes to make.

The top copy of the registration sheet is placed in the front of the A4 folder and so is easily available for reference and updating when necessary. The two duplicate copies are used to form the practice and age-sex registers with no further clerical work, thus reducing errors which may arise in the transcription of details.

Practice register

The first duplicated sheet is placed in an alphabetically arranged file and provides the practice register. When the patient leaves the practice the relevant sheet is removed from the file so that the total number of patients on the practice list can always be easily ascertained. The sheets so removed can be kept separately to provide a record of all past patients, with the date they left the practice, and the reason if required. The only other important point is that the sheets need to be corrected when there is a change of surname.

Age-sex register

The second duplicate copy is filed under year of birth with separate files for males and females. When the patient leaves the practice the sheet is removed enabling a completely updated age-sex register to be obtained with no extra work.

Temporary patients

When temporary resident patients are seen the sheet is completed by the receptionist in the usual way and the doctor enters the clinical notes in the space provided at the bottom of the sheet. The top copy can then be given to the patient to return to his own general practice whilst a duplicate copy is kept as a permanent record. This procedure avoids the delay that occurs in returning the EC19 via the family practitioner services and so ensures that the patient's own doctor receives details of treatment given as soon as the patient returns home.

REGISTRATION SHEET

DR. M. G. SHELDON
HIGHTOWN ROAD SURGERY
BANBURY, OXON
 Tel. Banbury 54264

FIRST NAMES	SURNAME
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ADDRESS	CHANGE OF ADDRESS
Telephone	Telephone
Practice number	Sex
N.H.S. number	Date of birth
Hospital numbers: Banbury	Age at entry into practice
	Marital state
	Birth surname
Exec. Council	Mileage
	Car owner
Occupation	
Employer	Works telephone number
Next of kin	
Relationship	Contact in emergency
Telephone number	
Religion	
	Church attended
NOTES	
Date accepted into practice	
Date left practice	Reason

Figure A registration sheet on A4 paper.