GP2GP – Registrations (England) Quick Reference

An essential part of GP2GP is to correctly identify and register new patients. This guide explains how to check the **Patient Demographic Services (PDS)** and the different options available when registering new patients.

Registration Pre-Checks

Before registering a new patient you should always check to see if the patient has previously been on your system.

1. From the **Vision 3** front screen, select **Registration.**
2. Choose **Select a Patient** .
3. The **Select Patient** screen displays, remove the tick from **Active Patients only** .
4. Enter the new patient's date of birth and change the search attribute to **Date of Birth.**
5. Select **Find.**
6. Check to see if the new patient is listed.

If the patient has previously been registered on your system, see Re-Registering a Patient below. If the patient is brand new to the practice, refer to
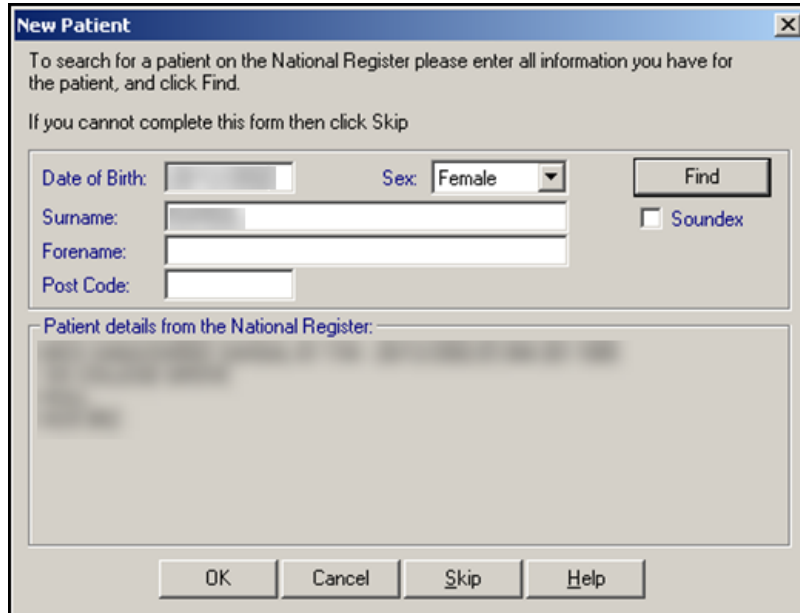
Registering a New Patient on page .

Re-Registering a Patient

For patients who are already on your system, select the patient in **Registration** and then select **Action - Re-Registration**. Register the patient in the usual way using your practice protocol for re-registrations. GP2GP transfers are currently not available for re-registrations.

Registering a New Patient

If the patient is not on your system, they must be registered in the usual way:

1. From the **Vision 3** front screen, select **Registration**.
2. Select **New Patient** ⬜.
3. The **New Patient** screen displays:

4. Enter the details required to find the patient required on the PDS, either:

   - **NHS Number**, or

   - **Date of Birth**, **Surname**, **Forename** and **Sex**, **Postcode** is optional.

5. Select **Find.**

   ➡ See Registering a Patient via PDS for further details.

   ℹ **Important** - Thoroughly check the patient's details you are accepting are correct. A request cannot be cancelled once it has been sent so do not select **OK** unless you are confident the patient details being returned are for the correct patient.

6. Complete the **Registration - Personal details** screen for the new patient.
7. The **New Registration PDS Address Confirmation** screen displays, select as appropriate.
8. Check that the patient's current address and registration details are correct.

   Training Tip - Make sure there is no tick in **Incomplete** as this means some mandatory information is missing and a GP2GP Transfer is not triggered.

9. Once you have recorded all the Registration information required, select **OK**.
10. If no message displays, a GP2GP record is requested.

✏️ **Note** - If a '*The patient's previous notes will not be requested electronically. Error: the previous practice is not NCRS compliant.*' message displays, this simply means the patient is coming from a practice that has not enabled GP2GP.

Troubleshooting

What Registrations will I not receive a GP2GP data Transfer for?

A GP2GP transfer is not received for:

- Patients who are Temporary Residents.
- Patients who were previously on your system.
- Patients coming from a practice that is not GP2GP enabled.