



**West Coast**  
Te Tai o Poutini  
**Primary Health Organisation**

**ENROLMENT FORM**



**Coast Medical**

**Coast Medical**

Coast Medical  
161 Palmerston Street  
Westport  
Phone: 03 789 5000

EDI: coastmed  
Dr Martin Smith  
NZMC: 37672  
**DO NOT GP2GP NOK**

NHI (Office use only)

<b>Legal Name</b>	(Title)	Given Name	Other Given Name(s)	Family Name
<b>Other Name(s)</b> (e.g. maiden name)				
<b>Birth Details</b>		Day / Month / Year of Birth	Place of Birth	Country of birth
<b>Gender</b>	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Gender diverse (please state)	Occupation

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

<b>Contact Details</b>	Mobile Phone	Home Phone	Email Address
<b>Next of Kin/ Emergency Contact</b>	Name	Relationship	Mobile (or other) Phone

<b>Employer Details</b>	Name of employer/company	Employer address	Employer phone no.
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**Smoking status**     Current     Never smoked     Ex (more than 12 months)     Ex (less than 12 months)

**If you are currently smoking would you like some smoking cessation advice?** Yes  No

<b>Community Services Card</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Day / Month / Year of Expiry	Card Number
<b>High User Health Card</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Day / Month / Year of Expiry	Card Number

<b>Transfer of Records</b>	<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.</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

<b>Ethnicity Details</b> Which ethnic group(s) do you belong to? <i>Tick the space or spaces which apply to you</i>	<input type="radio"/> New Zealand European	<b>Patient Survey</b> <i>From time to time we may contact you and ask for your feedback on your experience of care. This provides important information which we use to improve health services. Participation is voluntary and anonymous.</i>
	<input type="radio"/> Maori Iwi: <input type="text"/>	
	<input type="radio"/> Samoan	
	<input type="radio"/> Cook Island Maori	
	<input type="radio"/> Tongan	
<input type="radio"/> Niuean	<b>Patient Survey Contact Details:</b> As provided above <input type="checkbox"/> (or)	
<input type="radio"/> Chinese		Alternative Mobile Phone
<input type="radio"/> Indian		Alternative Email Address
<input type="radio"/> Other (such as Dutch, Japanese, Tokelauan). Please state <input type="text"/>	<input type="checkbox"/> I do not wish to participate in the Patient Survey	
	<i>Practice Checklist</i>	

## 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, I have provided proof of identity and eligibility below)*

**I confirm** that, I have provided proof of my identity and eligibility

Evidence sighted *(Office use only)*

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

<b>b</b>	I hold a resident visa or a permanent resident visa (or a residence permit if issued before December 2010)	<input type="checkbox"/>
<b>c</b>	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"/>
<b>d</b>	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)	<input type="checkbox"/>
<b>e</b>	I am an interim visa holder who was eligible immediately before my interim visa started	<input type="checkbox"/>
<b>f</b>	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"/>
<b>g</b>	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 <b>OR</b> in the control of the Chief Executive of the Ministry of Social Development	<input type="checkbox"/>
<b>h</b>	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"/>
<b>i</b>	I am participating in the Ministry of Education Foreign Language Teaching Assistantship scheme	<input type="checkbox"/>
<b>j</b>	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, I have provided proof of my identity and 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 on-going provider of general practice / GP / health care services.

**I understand** that by enrolling with **Coast Medical** I will be included in the enrolled population of the **West Coast Primary Health Organisation** 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 agree** with 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 inform the practice of any changes in my contact details and entitlement and/or eligibility to be enrolled.

<b>Signatory Details</b>			<input type="checkbox"/>	<input type="checkbox"/>
	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.**

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



## Medical History on Enrolment

To help us provide the best care for you and your family we would like to collect the following information.

NAME: \_\_\_\_\_

Name and address of last practice: \_\_\_\_\_

### Immunisations:

Are you vaccinated according to NZ vaccination schedule? Yes/No

Do you usually have the flu vaccination? Yes/No

Do you consent to immunisation? Yes/No

*Please provide a copy of your immunisation record if you are able to.*

Do you have any allergies to medication? Yes/No

Please name which ones \_\_\_\_\_

Do you smoke? Yes/No If yes, how much? \_\_\_\_\_ Would you like help to quit? \_\_\_\_\_

### Do you suffer from any long term conditions?

Angina or other cardiac conditions Yes/No

Stroke Yes/No

Asthma Yes/No

Chronic Obstructive Airways Disease (COPD) Yes/No

Diabetes type 1 (Insulin dependent) Yes/No

Diabetes type 2 Yes/No

Former sawmill worker exposed to PCT Yes/No

### Family History

Is there a history of the following conditions in your family e.g. parents or siblings?

Stroke - Yes/No Diabetes - Yes/No Cancer - Yes/No

Heart Disease – Yes/No Blood Disorders – Yes/No

Please provide further details if Yes \_\_\_\_\_

\_\_\_\_\_

### Females only:

When did you have a mammogram? \_\_\_\_\_

Are you currently on the National Cervical Screening Programme Yes/No

When was your last smear? \_\_\_\_\_

Signature \_\_\_\_\_



## **PATIENT CREDIT TERMS AND CONDITIONS OF TRADE**

The following Terms of Trade apply to services provided by Coast Medical Ltd to its patients. By signing, you hereby agree to the Terms and Conditions of Trade as stated:

1. Any changes to the Terms and Conditions of Trade need to be agreed to in writing by both parties.
2. No staff member of Coast Medical Ltd may agree to any terms other than as written in this contract.
3. Prices include GST unless otherwise stated.
4. Prices quoted for services may be adjusted from time to time, and the customer hereby agrees to pay any such adjusted price, e.g. instances where cost of goods increases, government surcharges increases, errors or omissions by Coast Medical Centre Ltd or its representatives.
5. Unless otherwise agreed, all services shall be paid for on the date of service.
6. Payment shall be accepted in the form of cash, cheque, direct credit or direct debit.
7. Where it is agreed that payment need not be paid on the day of service, it shall be paid by 20<sup>th</sup> of the month, following date of invoice.
8. Coast Medical Ltd may withhold further provision of service where there is any outstanding amount due.
9. Where patients are in breach of agreed payment terms, we may disclose this information to debt collection agencies and legal proceedings may follow. This may result in your name and address being entered into the Computer Bureau default listing which will have an impact on your credit rating.
10. Interest may be charged on overdue accounts at a rate to be decided by Coast Medical Ltd from time to time.
11. Costs incurred to recover outstanding monies will be charged to the customer.
12. Termination of the contract may apply where there is non-payment without prejudice to any claims Coast Medical Ltd may possess.
13. No goods supplied by Coast Medical Ltd may be returned for credit.
14. Supply of goods for personal use will be covered by the Consumer Guarantees Act 1993.
15. Variations to the Terms of Trade may occur from time to time, and Coast Medical Ltd will notify the patient by way of invoice – receipt of which shall be deemed to be acceptance by the patient.

**Applicants signature:** \_\_\_\_\_

**Staff signature:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

# Health Information Privacy Statement

## I understand the following:

### Access to my health information

I have the right to access (and have corrected) my health information under Rules 6 and 7 of the Health Information Privacy Code 1994.

### Visiting another GP

If I visit another GP who is not my regular doctor I will be asked for permission to share information from the visit with my regular doctor or practice.

If I have a High User Health Card or Community Services Card and I visit another GP who is not my regular doctor, he/she can make a claim for a subsidy, and the practice I am enrolled in will be informed of the date of that visit. The name of the practice I visited and the reason(s) for the visit will not be disclosed unless I give my consent.

### Patient Enrolment Information

The information I have provided on the Practice Enrolment Form will be:

- held by the practice
- used by the Ministry of Health to give me a National Health Index (NHI) number, or update any changes
- sent to the PHO and Ministry of Health to obtain subsidised funding on my behalf
- 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.

### Health Information

Members of my health team may:

- add to my health record during any services provided to me and use that information to provide appropriate care
- share relevant health information to other health professionals who are directly involved in my care
- store my information such that it is ready to be accessed by other health professionals who later become involved in my care

### Audit

In the case of financial audits, my health information may be reviewed by an auditor for checking a financial claim made by the practice, but only according to the terms and conditions of section 22G of the Health Act (or any subsequent applicable Act). I may be contacted by the auditor to check that services have been received. If the audit involves checking on health matters, an appropriately qualified health care practitioner will view the health records.

### Health Programmes

Health data relevant to a programme in which I am enrolled (e.g. Breast Screening, Immunisation, Diabetes) may be sent to the PHO or the external health agency managing this programme.

### Other Uses of Health Information

Health information *which will not include my name but may include my National Health Index Identifier (NHI)* may be used by health agencies such as the District Health Board, Ministry of Health or PHO for the following purposes, as long as it is not used or published in a way that can identify me:

- health service planning and reporting
- monitoring service quality
- payment

### Research

My health information may be used for health research, but only if this has been approved by an Ethics Committee and will not be used or published in a way that can identify me.

I understand that my health information is kept on password-protected computer systems, which are not accessed by people who are not involved in my care.

Except as listed above, I understand that details about my health status or the services I have received will remain confidential unless I give specific consent for this information to be communicated.

## Enrolling with General Practice

General Practice provides comprehensive primary, community-based, and continuing patient-centred health care to patients enrolled with them and others who consult. General Practice services include the diagnosis, management and treatment of health conditions, continuity of health care throughout the lifespan, health promotion, prevention, screening, and referral to hospital and specialists.

Most General Practice providers are affiliated to a PHO. The fund-holding role of PHOs allows an extended range of services to be provided across the collective of providers within a PHO.

## Enrolling with a Primary Health Organisation (PHO)

### What is a PHO?

Primary Health Organisations are the local structures for delivering and co-ordinating primary health care services. PHOs bring together doctors, nurses and other health professionals (such as Maori health workers, health promoters, dieticians, pharmacists, physiotherapists, mental health workers and midwives) in the community to serve the needs of their enrolled populations.

PHOs receive a set amount of funding from the government to ensure the provision of a range of health services, including visits to the doctor. Funding is based on the people enrolled with the PHO and their characteristics (e.g. age, gender, ethnicity). Funding also pays for services that help people stay healthy and services that reach out to groups in the community who are missing out on health services or who have poor health.

### Benefits of Enrolling

Enrolling is free and voluntary. If you choose not to enrol you can still receive health services from a chosen GP / General Practice / provider of First Level primary health care services. Advantages of enrolling are that your visits to the doctor will be cheaper and you will have direct access to a range of services linked to the PHO.

### How do I enrol?

To enrol, you need to complete an Enrolment Form at the General Practice of your choice. Parents can enrol children under 16 years of age, but children over 16 years need to sign their own form.

## Q & A

You can go to another General Practice or change to a new General Practice at any time. If you are enrolled in a PHO through one General Practice and visit another practice as a casual patient you will pay a higher fee for that visit. So if you have more than one General Practice you should consider enrolling with the practice you visit most often.

### What happens if the General Practice changes to a new PHO?

If the General Practice changes to a new PHO the practice will make this information available to you.

### What happens if I am enrolled in a General Practice but don't see them very often?

If you have not received services from your General Practice in a 3 year period it is likely that the practice will contact you and ask if you wish to remain with the practice. If you are not able to be contacted or do not respond your name will be taken off the Practice and PHO Enrolment Registers. You can re-enrol with the same General Practice or another General Practice and the affiliated PHO at a later time.

### How do I know if I'm eligible for publicly funded health and disability services?

Talk to the practice staff, call 0800 855 151, or visit [http://www.moh.govt.nz/moh\\_nsf/indexmh/eligibility-eligibilitydirectionplain](http://www.moh.govt.nz/moh_nsf/indexmh/eligibility-eligibilitydirectionplain) and work through the Guide to Eligibility Criteria.