Markinch Medical Practice

New Patient Letter

Welcome to Markinch Medical Practice.

Please ensure you have the documents listed below and return those required to reception staff once complete.

* Application to Register Permanently with a GP Practice – ***return to reception***
* New Patient Questionnaire - ***return to reception***
* Text Messaging Appointment Reminder and Health promotion Application (We offer free of charge to remind you when your appointment is and also the ability to communicate with you should the need arise, regarding any further health administration) - ***return to reception***
* Patient Access Leaflet – describing the ability to book GP appointments and order repeat prescriptions online – ***Please read and retain***
* Patient Access terms and conditions of service - ***Please read and retain***
* Patient Access Application Form - ***return to reception***
* Markinch Medical Practice – Information Leaflet - ***Please read and retain***

Please complete the application forms in full and return to reception. It is a legal requirement for our reception staff to verify your identity and address. We therefore require you to bring a form of photographic evidence and address confirmation when you return with your forms. Examples of such forms are:

* Contract of Employment/Letter from Employer
* Letter from the Home Office / UK Border Agency (UKBA)
* Visas/Permits
* Marriage/Birth Certificates
* Passport
* Pension Documentation
* Proof of Residence
* Student ID Card or Letter from Education Facility
* European Health Insurance Card (EHIC)
* Documentation from Job Centre Plus or the Department of Work and Pensions (DWP)

Depending on your medical circumstances, the GPs may decide that you are called for a New Patient Interview. You will be advised of this within the first few months of your registration.

**Medication Issues**

You can request your medication via the following methods:

* Through our on-line patient access system
* In person by completing a request slip and returning it to Reception
* By fax to 01592 752331

**Please note that we will need additional time for your first medication request as we may not have received your previous records or a GP may need to review your medication history. Please submit your request at least a week before you require your medication. If you are running out of medication during the period of joining this Practice, please let us know.**