



# PRACTICE POLICY ON OUT OF AREA REGISTRATION

This policy explains the process of registering as an out of area patient and what it means for your access to services.

## Out of area registration

Out of area registration (with or without home visits) is voluntary for GP practices meaning patients may be refused because they live out of area.

This arrangement only applies to GP practices and patients who live in England.

Out of area registration will, we hope, allow patients who are pleased with the level of care our service provides to remain with our practice should they move away, if they wish. We also hope that patients who travel to work or study in the locality, and who are therefore part of our community, might also have access to our GP surgery for the first time.

If you live outside the usual catchment area for Leeds City Medical Practice, you may still be able to register as an out of area patient. However, there are certain services that you may not be eligible for as part of this registration. These services include:

- Home visits: If you are too ill to attend the surgery in the future, **we will not be able to offer home visits.**
- Local/Community services: You may not have access to some community services provided in your local area such as community nursing, midwifery, physiotherapy or similar services.

Should you require medical advice, your first port of call during the hours of 8 am to 6.30 pm, Monday to Friday, should always be ourselves, and out of hours, i.e. after 6.30 pm and on weekends and bank holidays, you should call **NHS 111** (free from landlines and mobiles).

## Important

Please note, if you are unable to attend appointments, including for emergency on the day appointments, due to your location, you may be asked to register with an alternative GP practice who is closer to your home.

Similarly, if, as an out of area patient, your health needs change, we may review your registration to see if it would be more appropriate for you to be registered with an alternative GP practice who is closer.

Out of area patients must agree to attend any 'review' appointments. You may be removed from the practice list and advised to register with a GP practice closer to your home if you fail to attend such appointments.

**Factors we consider are:**

1. There are clinical conditions or care needs which mean registration without the ability to do home visits would compromise clinical care, and the patient's needs would be better met through registration with a practice near to where they live.

For example, the patient has complex long-term conditions that mean they are receiving a package of home-based care or community-based support which would be difficult for the practice to coordinate remotely; or, the patient relies on frequent home visits from their current GP practice. If the patient is housebound then registration will be automatically rejected. A GP cannot visit a housebound patient who is out of area, hence, cannot provide care and the patient will be directed to register with a practice who has them in their catchment area. Pregnancy may also be considered a situation where it is often not practical or a clinically appropriate for out of area registration.

2. There are practical reasons which mean the patient is unlikely to benefit from out of area registration with the practice (for example, the patient is not spending frequent periods of time in or near the practice area where they wish to register).
3. Safeguarding concerns around child and vulnerable adults.
4. If the patient is under the age of 16 and out of area, registration will be automatically rejected. Increasingly, services will be configured with integrated teams working at a neighbourhood level. This is likely to include health visiting and community services. Under 16's will need to be registered with a GP within their neighbourhood area so that local services are accessible to them. Underage patients may also require input from community teams that may not be adjoined or linked to the practice.
5. If the patient has children under the age of 16 registered at the out of area address who are registered with a different GP practice then registration will be automatically rejected. It is preferable that households should be registered with the same GP in case there are any issues relating to safeguarding that are more difficult to spot if members of the same household have different GPs.
6. If the practice decides it is not clinically appropriate or practical for the patient to be registered away from home there is no right of appeal for the patient against the decision (they may, however, make a complaint through the NHS complaints system as for any other decision). The practice must be able to give reasons as to why registration was declined. Given the limitations of this type of registration, it is not discriminatory to advise a patient is unsuitable for registration on clinical grounds. The practice remains free to offer registration in a usual way, as to any other patient i.e. with duty to provide home visits etc. but is not obliged to do so.

### **Urgent care**

Should you have an urgent care need and be unable to attend the practice and the practice not able to help you over the phone, we may ask you to call NHS 111 and they will put you in touch with a local service (this may be a face-to-face appointment with a local healthcare professional or a home visit where necessary).

### **Moving out of the catchment area**

If you are currently registered with Leeds City Medical Practice but move out of the catchment area, we will allow you to remain as a patient with us. However, you will be first de-registered from the practice and then re-registered as an out of area patient, with the limitation of no home visits and restricted access to some local services.

We will inform you of this change and so you should consider at that time if remaining with the practice is the correct decision for you.

However, please note, if we agree to keep you registered you must agree to attend any 'review' appointments (e.g. asthma, diabetes etc.). If you fail to attend an appointment for these reviews, we may remove you from the practice list and advise you to register to a GP practice to your home address.

**We are bound by the regulations imposed by NHS England for this service and are unable to offer any flexibility with it.**