

## GP2GP – Registrations (Wales) Quick Reference

An essential part of GP2GP is to correctly identify and register new patients on the Wales Demographic Service (WDS). This guide explains how to check the WDS 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 2.

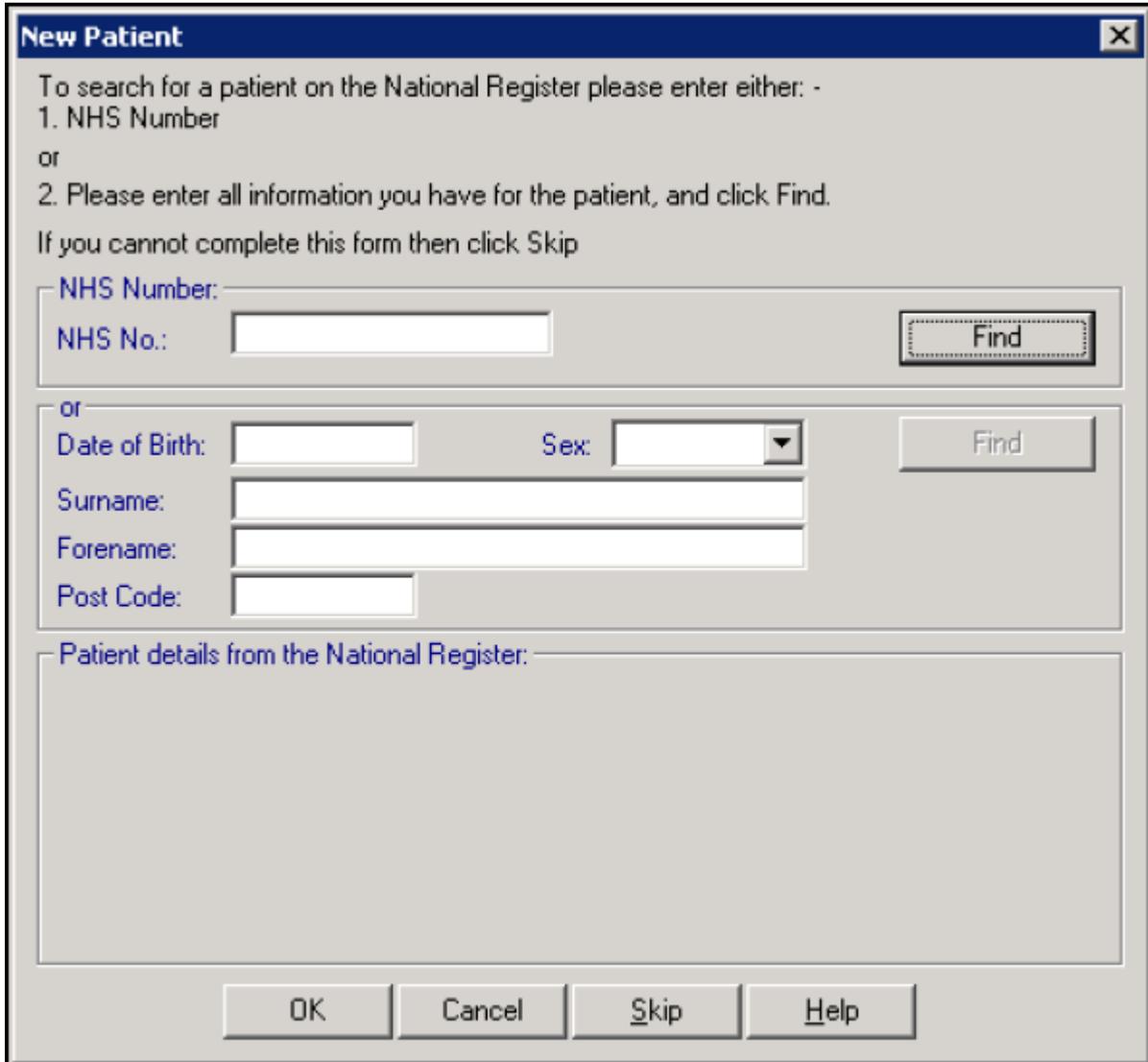
### Re-Registering a Patient

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 WDS.

 **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.

 **Note** - If the patient cannot be found on the WDS, you can select **Skip** to bypass the **New Patient** screen. You do not receive a GP2GP Transfer if you select **Skip**.

5. Complete the **Registration - Personal details** screen for the new patient.

6. Complete **Medical Cards** screen as usual.
  7. Check the patient's current address and registration details are correct and update if required.
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**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.

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

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## 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.