



New Enrolment Checklist

To enable us to process your registration in full, the following information must be provided with your signed enrolment form:

- Completed & Signed Enrolment Form (pg1)
- Completed eligibility section (refer to pg2)
- Present your current Passport with current NZ residency status
- If no passport, a copy of NZ Birth Certificate and a photo ID (e.g. driver's licence)
- Completed Patient History Questionnaire (pg3)
- New Patient Registration fee \$20.00 (18+ year olds only)
- Refugee letter/confirmation (NB: this applies to those who are currently residing in NZ under the refugee program. Please ask reception if you are not sure.)
- ManageMyHealth (MMH) Registration Forms - (pg4)
- 15 minute appointment with practice nurse

Thank you

Greenstone Family Clinic

OFFICE USE ONLY

Received by		Date Received	
P r o c e s s i n g			
PAGE	DESCRIPTION	ACTION	
1	Enrolment form	Check for completeness	
		Circle provider	
		Fax for records request	
		Enter in PMS	
		SYNC in NES	
2	Agreement to enrolment process	Check if signed and dated	
3	Patient History Questionnaire	Scan to records	
4	ManageMyHealth	Register patient	
5&6	Use of Health Information Requirements	Give to patient	
From Patient	Passport / Birth Certificate and Photo ID	Sight and photocopy	
O t h e r A c t i o n s			
Outbox Doc	GPUPDT DHB	Copy and paste to Email / electronic fax where required	
Outbox Doc	MAMHX Mammogram History for Female (45-69yrs)	Electronic Fax	
Outbox Doc	CXHX Smear History for female (20-69yrs)	Electronic Fax	
Module	NIR Status Query (Module>Immunisations>NIR Status Query)	Electronic submission	
Scan	Forms and documents for Patient Inbox	Scan and allocate	
PMS	.NP (F12>Daily Record)	Entered	
Excel	Entry in excel spreadsheet S:\Patients\Patient Movement\Patients Incoming\patient enrolments.xls	Record	
Payment	New patient registration & initial consult fee for 18yr & up	Receive payment	
Appointment	Initial 15minute nurse appointment	Book	