

Home visits (one or two sentences)

- 'I am/we are available to visit you at home if you are too sick to come to the surgery. Please ring
- Please ring in the morning if possible so that home visits can be made at lunchtime.

After-hours (one or two sentences) ❖

- 'When the surgery is closed, please ring.....'

Our Practice Eg. staff names, roles; special services; privacy policy; complaints policy (MAX 50 WORDS)

- 'Our friendly reception staff, are available to make bookings or help in any way'
- 'All patient information and medical records are strictly confidential'

Telephone Calls

- 'You can contact your doctor by ringing during surgery hours. Emergency calls will always be put straight through'

Services available 'As well as routine consultations, the following services are available' (tick)

- | | | | |
|--|--|--|--|
| <input type="checkbox"/> Home visits | <input type="checkbox"/> Counselling | <input type="checkbox"/> Surgery | <input type="checkbox"/> Dermatoscopy: skin checks |
| <input type="checkbox"/> Check-ups | <input type="checkbox"/> Immunisation: children | <input type="checkbox"/> Acupuncture | <input type="checkbox"/> Travel medicine |
| <input type="checkbox"/> Family planning | <input type="checkbox"/> Immunisation: adults | <input type="checkbox"/> Spinal manipulation | <input type="checkbox"/> Hearing tests |
| <input type="checkbox"/> Pap smears | <input type="checkbox"/> Blood tests | <input type="checkbox"/> Hypnotherapy | <input type="checkbox"/> Tympanometry: ear test |
| <input type="checkbox"/> Pregnancy tests | <input type="checkbox"/> Minor surgery: stitching | <input type="checkbox"/> Weight control | <input type="checkbox"/> On-site pathology |
| <input type="checkbox"/> Antenatal care | <input type="checkbox"/> cuts, removing moles and skin cancers | <input type="checkbox"/> Nutrition advice | <input type="checkbox"/> On-site X-Ray |
| <input type="checkbox"/> Obstetrics | <input type="checkbox"/> Liquid nitrogen 'freezing' | <input type="checkbox"/> Sports medicine | <input type="checkbox"/> |
| <input type="checkbox"/> ECG: heart test | <input type="checkbox"/> therapy for sunspots/warts | <input type="checkbox"/> Stop smoking assistance | <input type="checkbox"/> |
| <input type="checkbox"/> Spirometry: lung test | | | |

Billing policy (tick)

- All eligible patients are bulk-billed. Please bring your Medicare card with you to the surgery
- Fees are payable at the time of consultation
- Pay by Cash Cheque Visa MasterCard Amex EFTPOS
- If you have any difficulty paying my/our fees at any time, please do not hesitate to discuss this with me/us
- Pensioners, Veterans Affairs cardholders and health care cardholders are bulk-billed
- Other, eg. schedule of fees (MAX 25 WORDS)

Thank you. A copy of your practice information will be faxed or emailed to you for approval before printing.