

UPDATE THE GP DETAILS

Bring up the **Patient Details** screen

See the **MPI > Search for a Patient** guide for more details on how to search for a patient

The **Patient Details** screen opens

Click on the **magnifying glass** at the end of the **GP:** field

The **Please Select a GP** box will open

Click on the **Clear** button in the bottom left hand corner of the box

The fields are now empty

Type the start of *one* of the following:

- **GP surname**
- **Practice Name**
- **first line of the Practice Address**

in the appropriate field then click **Find**

Note: if you leave the tick in **Apply Local Filter** it will only search for GPs/practices in the local area

The results of your search show in the lower section of the screen (the e.g. has searched for GP Name of Cameron)

You can also use the % wildcard to search any part of the name or address

GP

Please Select a GP

Search Criteria

GP Name: %wood

Practice Name:

Practice Address:

Search Results

GP Name	Practice Name
At Woodhill, SURG...	Woodhill
Brockwood Medical...	Brockwood
Cameron-Wood, R...	Carisbrook
Churchwood Medic...	Churchwood
Dawood, NRB (Dr)	Woodingdean
Ellwood, JL (Dr)	Ball Tree

Practice Name

Practice Name: %health

Practice Address:

Search Results

GP Name	Practice Name	Practice Address
Bhh Morley, STREE...	Arch Health Cic	Morley Street, Bright
Worthley, T (Dr)	Arch Health Cic	Morley Street, Bright
Sargeant, C (Dr)	Arch Health Cic	Morley Street, Bright
Lewin, NC (Dr)	Arch Health Cic	Morley Street, Bright
Mahmood, I (Dr)	Ashdown For...	Ashdown Forest Hea
Fyfe, ALA (Dr)	Ashdown For...	Ashdown Forest Health Ce

Practice Address

Practice Address: %albion

Search Results

GP Name	Practice Name	Practice Address	En...
Albion, STREET (Dr)	Albion Street...	Albion Street Surgery, 9 Albi...	
Sikdar, MK (Dr)	Albion Street...	Albion Street Surgery, 9 Albi...	
Howlett, SC (Dr)	Albion Street...	Albion Street Surgery, 9 Albi...	
McGowan, DJ (Dr)	Park Surgery	The Park Surgery, Albion W...	
Okonkwo, U (Dr)	Park Surgery	The Park Surgery, Albion W...	
Park, SURGERY (Dr)	Park Surgery	The Park Surgery, Albion Way, H	

You can further refine your results, using the **filter row**

Typing %m as shown on the right, limits the results to addresses with this letter in it somewhere.

Filter Row, to further refine, if required

Practice Address: %preston

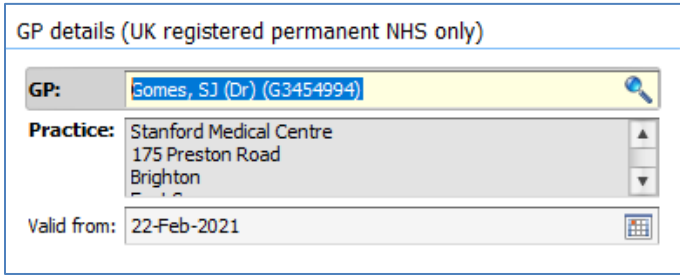

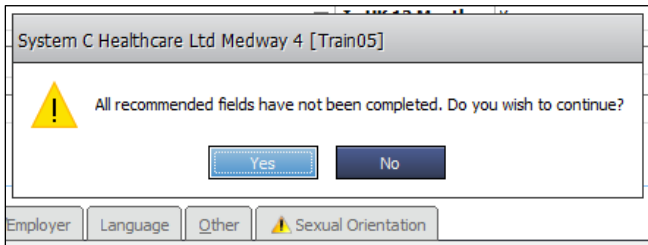
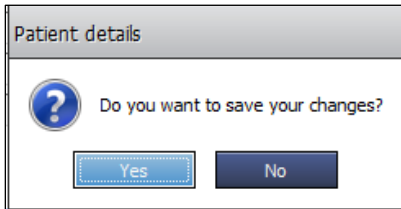
Search Results

GP Name	Practice Name	Practice Address	En...	GP Co...
%m				
EADIE, EJ (Dr)	Stanford Me...	Stanford Medical Centre, 17...		G334...
Gomes, SJ (Dr)	Stanford Me...	Stanford Medical Centre, 17...		G345
Pooled, LIST (Dr)	Stanford Me...	Stanford Medical Centre, 175 Preston Roa		

If there are no GP details

Type in the **Practice Code** field:

- **V81999** – if GP practice is not known
(or GP Name = **unknown**)
- **V81998** – if a NHS GP practice is not applicable e.g. overseas visitor
(or GP Name = **not app**)

<p>Select the relevant GP then click on OK</p>	<p>You are taken back to the Patient Details screen. The new GP is showing in the GP Details section</p> 
<p>The Valid from: date defaults to today <i>Update, if required.</i></p>	<p>If updating the record retrospectively, make sure this is before the current episode of care.</p>
<p>Click on Save in the bottom right hand corner of the screen</p> 	<p>You may see the following message:</p>  <p>This relates to the Sexual Orientation tab.</p>
<p>If you can record this, select No and record the sexual orientation.</p> <p>If you cannot record this, select Yes to continue</p>	<p>The Save confirmation message appears:</p> 
<p>Select Yes to confirm the Save</p>	<p>The new GP has now been saved.</p> <p>All current and previous GP details can be seen in the patient's Home page.</p> <p>See the MPI > View GP History guide</p>