EMIS New Patient Registration Process

When understanding the process for registering new patients with practices on EMIS it became apparent that the work behind the scenes was a mystery. Practices completed the new patient registration form and chose the Usual GP carefully, selecting a GP partner only but practices spoke of this impacting on the registered GP and therefore implications with PCSE and approval. They understood this was all linked but were unsure how. Practices would then wait for the patient’s registration to be confirmed before changing the Usual GP to a salaried GP if required for fairer distribution. This seemed to be an unnecessary additional step and unsupportive of a Usual GP being a reliable field to navigate patients to their GP.

# How EMIS allocates Registered GP

EMIS populates the registered GP field through an automated process. It looks to populate the registered GP with a GP that has a GP code. If the Usual GP has a GP code it selects this. If it doesn’t, it selects the GP with a code that is also marked as senior partner (this can be the actual senior partner or a pooled GP list). EMIS links (require EMIS Now login): [Usual GP and Registered GP Article](https://internal.emisnow.com/csm?id=kb_article&sys_id=b4c5e6541bbdd4101f18b8c2cd4bcb59)

# Pooled GP List for Registration

PCSE recommend the registered list for a practice should really be on a pooled code. When the new GP contract was introduced in 2004 it was recommended that each practice should have a single list of patients instead of each GP partner holding their own patient lists. With the support of NHS England and the BMA, PCSE are now ensuring that all practices are operating under a pooled list system for the purpose of holding the practice’s patient list against one central code.

Use of a pooled list has no impact on the usual GP allocation, referrals or prescribing. Practices can set up a pooled list by contacting PCSE’s Performers List team. Go to [www.pcse.england.nhs.uk/contact-us](http://www.pcse.england.nhs.uk/contact-us) and select ‘Performers Lists’ from the drop down menu. In the message box please state that your practice would like to set up a pooled list and ensure the following information is included in the submission: Practice Code; Practice Name; Pooled List Name (usually this is he practice name) and start date. The Performers List team then set up the practice on NHAIS and will contact the practice to discuss next steps in enabling the pooled list to be set up on their clinical systems. PCSE links: [Pooled Lists Information](https://pcse.england.nhs.uk/help/performers-lists/general-enquiries/?keyword=How+can+I+set+up+a+pooled+patient+list+for+my+practice%3f) and [Pooled List WebinarPooled List Webinar](https://pcse.england.nhs.uk/media/2371/pooled-list-video_v03.mp4)

# How this Understanding Supports Continuity

By setting up pooled list registrations, this will not dictate the Usual GP field. It also means when a GP leaves the practice you do not need to move patients registered with that GP on top of Usual GP movements.

GP practices can establish a Usual GP for the new patient from the start, reducing inefficiency of an additional step later on. They would be able to let the patient know who their Usual GP is, encourage them to request or book with their Usual GP thus promoting continuity. The Usual GP field would also be viewed as a more reliable field to navigate patients to their Usual GP.