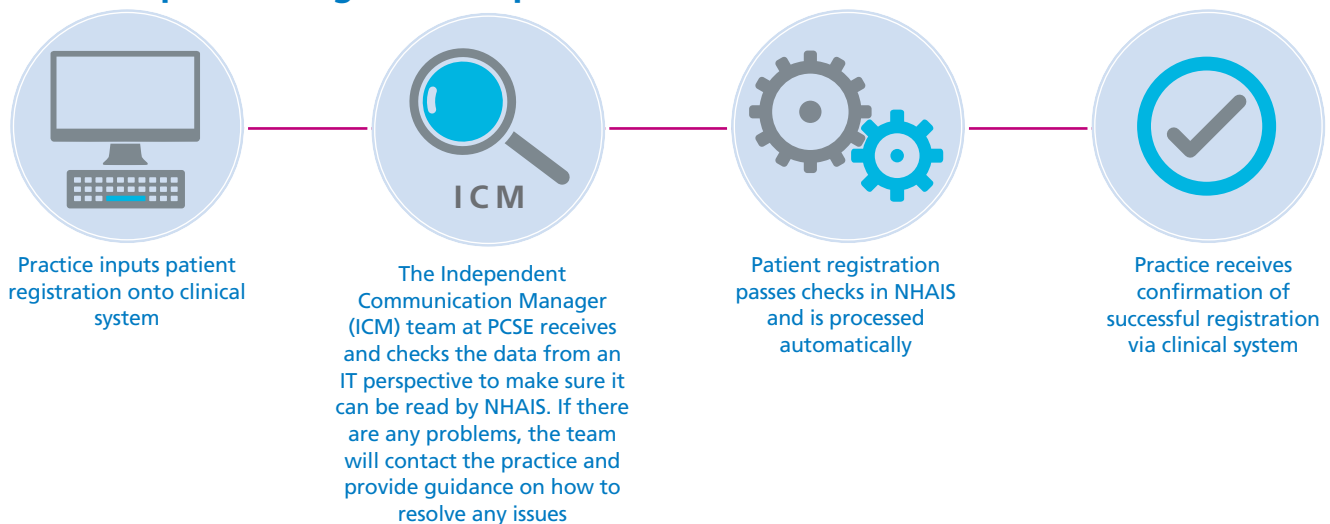


# Overview of the Registrations process

Most registrations are processed automatically. Registration requests can fail automatic checks for a number reasons, for example:

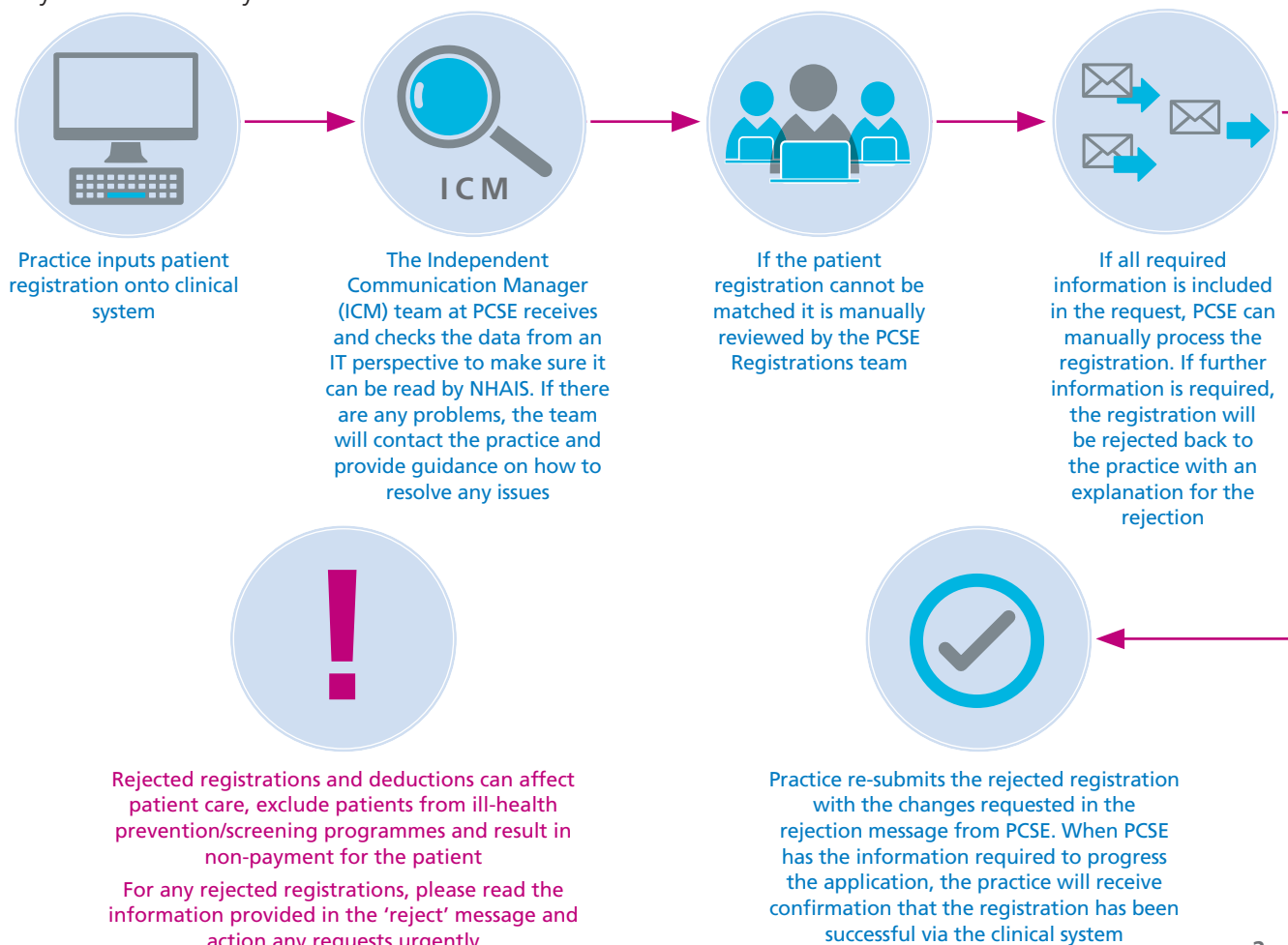
- the personal information provided doesn't match the information held on the NHS Spine, or
- free text notes have been included inappropriately.

## Normal patient registration process



## When a registration fails automatic checks

When the patient registration cannot be matched automatically, it will need to be processed by PCSE manually.



## Mistakes to look out for and avoid

### Ensure GP Links are turned on and use your NHS smartcard when registering patients and updating their details

Registrations, deductions and amendments to patient details made outside of NHAIS/Exeter and directly to PDS and/or under 'High Security' on practice clinical systems can leave patients excluded from screening programmes, may affect patient care and may result in non-payment for the patient.

### Deducting child patients under High Security will not remove them from immunisation programmes

If your practice is no longer providing the treatment for a child patient, please note that deducting children under High Security will not remove them from inclusion in your practice immunisation targets. This is because NHAIS (which updates immunisation target data) will not be updated.

Requesting the deduction as normal – through GP links - will update NHAIS and therefore ensure your immunisation targets are accurate.

