



**Grŵp Meddygol
Ystwyth
Medical Group**

www.ystwythmedicalgroup.co.uk

Parc y Llyn
Aberystwyth
Ceredigion
SY23 3TL

Tel: 01970 613500

Fax: 01970 613505

Cofrestru ar-lein

Croeso i Grŵp Meddygol Ystwyth

Mae'r pecyn yma yn cynnwys y canlynol i chi gwblhau:

- Contract y claf (hanfodol)
- Ffurflenni caniatâd i rannu gwybodaeth

I helpu ni phrosesi eich cais, sicrhewch y canlynol:

- Ffurflenni i'w cwblhau yn glir ac mewn prif lythrennau
- Rhaid nodi'r rhif GIG – gallwch gael hwn o'ch meddygfa flaenorol
- Rhaid arwyddo pob ffurflen
- Bydd rhaid i ni weld tystiolaeth o gyfeiriad pob claf. Gall hyn fod yn ddatganiad banc diweddar, bil cyfleustodau sydd yn eich enw eich hun (gallwn ni ddim derbyn bil ffôn symudol), cytundeb tenantiaeth neu ddatganiad treth cyngor. Falle bydd angen un dystiolaeth adnabod ffotograffig.
- Os ydych ar feddyginiaeth sydd yn ailadrodd yn rheolaidd, bydd rhaid i ni gael hanes meddygol oddi wrth y feddygfa flaenorol cyn byddwn ni yn gallu cyflenwi rhagor. I gyflymu'r broses, gallwch atodi'r slip gwyn gyda'r holl feddyginiaeth sydd angen i'r pecyn cofrestri.
- Os ydych yn gwladolyn o dramor, rhaid hefyd nodi'r dyddiad y daethoch i'r DU a manylion y feddygfa flaenorol oeddech wedi cofrestri gyda.

Gadwch hyd at 7 diwrnod gwaith i'ch cofrestrriad gael ei brosesu os gwelwch yn dda.

Diolch.



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Online Registration

Welcome to Ystwyth Medical Group

Forms included in this pack for you to complete:

- Patient Contract (Essential)
- Consent to share information forms

To help us process your registration, please ensure you have done the following:

- Forms are completed in block capitals
- Your NHS number is completed – this can be obtained from your previous surgery.
- All forms are signed.
- We will need to see proof of address for each patient. This can be a recent bank statement, utility bill in your own name (mobile phone bills are not accepted), tenancy agreement or council tax statement. We may also require one form of photographic ID.
- If you are on any repeat medication, we will need to have received your medical history from your previous GP before we can issue more. You can help speed this by bringing the white repeat slip in with your registration pack.
- If you are a foreign national, please ensure you complete the date you first came to UK and the GP you have previously registered with.

Please allow up to 7 working days for your registration to be processed.

Thank you.



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Contract Meddygfa / Claf

Yng Ngrŵp Meddygol Ystwyth, rydym yn ceisio darparu'r gofal gorau posibl i'n cleifion. Mae'r ddogfen hon yn manylu ar sut rydym yn dymuno cydweithio â'n cleifion i ddarparu hyn. Darllenwch a llofnodwch y ddogfen hon, llenwch y ffurflenni eraill yn eich pecyn cofrestru a dychwelwch y cyfan gyda'ch gilydd i'r practis.

Oriau agor:

Rydym ar agor o 8 a.m. tan 6.30 p.m. Dydd Llun i Ddydd Gwener, ac eithrio gwyliau banc. Gellir cysylltu â'r Gwasanaeth y Tu Allan i Oriau drwy ffonio 111.

Cyswllt:

Mae'n bwysig eich bod yn sicrhau bod eich manylion cyswllt yn gyfredol bob amser. Gallwch ddiweddarau eich manylion drwy'r wefan neu drwy ddefnyddio ffurflen o'r dderbynfa. Gallwch roi caniatâd i ni gysylltu â chi gyda gwybodaeth neu nodiadau atgoffa trwy neges destun SMS a hefyd rhoi caniatâd i drydydd parti siarad ar eich rhan / casglu presgripsiynau a llythyrau ar eich rhan.

Apwyntiadau:

Gellir gwneud apwyntiadau gyda'r clinigwyr ymlaen llaw, ond mae rhai apwyntiadau brys ar gael "ar y diwrnod". Os ydych yn ddifrifol wael, byddwn bob amser yn ceisio eich ffio i mewn, ond efallai na fydd gyda'r ymarferydd o'ch dewis. Pan fyddwch yn ffonio, bydd y derbynyddion yn gofyn ichi am ddisgrifiad byr o'r broblem fel y gallant eich cyfeirio at y clinig cywir.

Gallwch archebu lle ar gyfer clinigau penodol (e.e. fflebotomi, asthma, diabetes) ymlaen llaw. Efallai y bydd oedi wrth drefnu apwyntiadau arferol ar gyfer rhai clinigau neu ymarferwyr pan fo galw mawr.

Mae'r holl feddygon teulu a fferyllwyr yn darparu ymgynghoriadau ffôn. Mae llawer o gleifion yn gweld y rhain yn fwy cyfleus nag ymgynghori wyneb yn wyneb, yn enwedig ar gyfer apwyntiad dilynol. Sylwch, oherwydd llwyth gwaith, ni allwn addo ffonio ar amser penodol.

Mae nifer o apwyntiadau ar gael drwy 'Fy Iechyd Ar-lein', mae'r manylion i'w gweld yn eich pecyn cofrestru.

Gellir defnyddio eConsult i ofyn am gyngor arferol gan y meddyg, neu i gael gwybodaeth hunangymorth. Gellir ei ddefnyddio hefyd ar gyfer ceisiadau gweinyddol, megis nodiadau salwch neu llythyrau. Mae'r ddolen ar ein gwefan.

Canslo apwyntiadau:

Rhowch wybod i ni cyn gynted â phosibl os oes angen i chi ganslo apwyntiad fel y gall claf arall ei ddefnyddio.

Presenoldeb hwyr:

Ffoniwch ni os ydych yn debygol o fod yn hwyr fel y gallwn geisio darparu ar eich cyfer. Os bydd cleifion yn cyrraedd yn hwyr gall olygu bod y clinig cyfan yn rhedeg yn hwyr iawn. Efallai y gofynnir i chi aros tan ddiwedd y clinig neu i ail-archebu.

Ymweliadau cartref:

Mae'r rhain ar gyfer cleifion sy'n gaeth i'r tŷ yn unig ac sydd heb fodd o gyrraedd y feddygfa. Gwnewch gais cyn 11.00 a.m. ac eithrio mewn argyfwng. Bydd angen rhai manylion sylfaenol ar y derbynydd am yr angen am ymweliad cartref er mwyn ei flaenoriaethu. Efallai y bydd clinigwr yn eich ffonio cyn i feddyg teulu neu uwch barafeddyg y practis ymweld â chi. Ein nod yw cynnal pob ymweliad cartref rhwng 12.00 a 15.00.

General Practitioner Partners
Dr Gail S Davies, Dr Steffi Grahl
General Practitioners

Dr Sarah Wright, Dr Nicholas Cooper, Dr Mohammed Khalid, Dr Zulikhat Yakub, Dr Ahmed Ellaban



Canlyniadau profion:

Ffoniwch rhwng 2-4pm a dewiswch opsiwn 4 'Canlyniadau Profion'.

Presgripsiynau amlroddadwy ac aciwt:

Ni chaniateir i ni dderbyn ceisiadau am bresgripsiynau dros y ffôn.

Gellir gwneud ceisiadau gan ddefnyddio'r ffurflen ail-archebu a'u gadael yn y blwch ail-ragnodi yn y feddygfa, drwy fferyllfeydd lleol, drwy'r post, neu drwy 'Fy Iechyd Ar-lein' (manylion yn y pecyn hwn). Mae ceisiadau am ail bresgripsiwn yn cymryd 48 awr i'w casglu o'r practis a 72 awr o fferyllfa. Gall ceisiadau am feddyginiaeth aciwt gymryd mwy o amser. Gallwch naill ai gasglu eich presgripsiwn o'r practis neu nodi fferyllfa yr hoffech iddo gael ei anfon iddi.

Gallwch ffonio'r clerod rhagnodi os oes gennych unrhyw ymholiadau drwy ddeialu rhif y feddygfa a dewis opsiwn 2 'ymholiadau presgripsiwn'.

Rhagnodi cyffuriau caethiwed:

Mae'r holl bractisau lleol yn cydweithio i leihau rhagnodi'r meddyginiaethau hyn fel sy'n ofynnol gan Dîm Rheoli Meddyginiaethau'r Bwrdd Iechyd Lleol a'r Awdurdod Rheoleiddio Meddyginiaethau a Chynhyrchion Gofal Iechyd. Mae'r meddyginiaethau'n cynnwys diazepam, tabledi cysgu, cyffuriau lladd poen opiadau a gabapentinoidau. Bydd y meddygon a'r fferyllwyr yn trafod gyda chi sut rydym yn bwriadu lleihau'r maes hwn o ragnodi. Efallai y bydd angen i ni ddiwygio eich meddyginiaethau presennol pan fyddwch yn cofrestru os nad ydynt yn cydymffurfio â'n canllawiau rhagnodi.

Ymddygiad disgwylidig:

Mae'r Practis yn cefnogi polisi 'Dim Goddefgarwch' y llywodraeth ar gyfer Staff y GIG. Ein nod yw rhoi'r gofal, y caredigrwydd a'r ystyriaeth orau i'n cleifion, ac mae gan ein staff yr hawl i ofalu am eraill heb ofni ymosodiad neu gamdriniaeth. Rydym yn deall y gall cysylltu â'ch meddyg teulu fod yn straen ac yn ofidus ar adegau i gleifion, a byddwn yn ystyried hyn wrth geisio delio â chamddealltwriaeth neu gŵyn.

Ni fydd ymddygiad ymosodol, difriol neu dreisgar, neu unrhyw gamddefnydd o'n gwasanaethau, yn cael ei oddef o dan unrhyw amgylchiadau. Gall yr ymddygiad hwn arwain at eich tynnu oddi ar restr y Feddygfa a chysylltu â'r Heddlu. Mae enghreifftiau o ymddygiad annerbyniol yn cynnwys;

- Unrhyw drais corfforol
- Cam-drin geiriol o unrhyw ffurf gan gynnwys sarhad geiriol, iaith anwedus neu regi
- Camdriniaeth hiliol neu aflonyddu rhywiol
- Ni fydd gofynion cyson neu afrealistig sy'n achosi straen i staff yn cael eu derbyn. Caiff ceisiadau eu bodloni lle bynnag y bo modd a rhoddir esboniadau pan na allant wneud hynny
- Achosi difrod neu ddwyn
- Cael cyffuriau a/neu wasanaethau meddygol yn dwyllodrus

Trefn Gwyno:

Os byddwch yn anfodlon ar y gwasanaeth rydym yn ei gynig; cysylltwch â rheolwr ein practis Mrs R Copeland i drafod materion. Mae gwybodaeth am "Gwneud pethau'n iawn", ein trefn gwyno, ar gael ar ein gwefan, neu o'r dderbynfa.

Rwyf wedi darllen y contract hwn ac rwy'n cytuno â'r uchod

Llofnod y claf Dyddiad

Argraffwch Enw

Llofnod y practis *Dr Davies*, Uwch Bartner

General Practitioner Partners
Dr Gail S Davies, Dr Steffi Grahl
General Practitioners

Dr Sarah Wright, Dr Nicholas Cooper, Dr Mohammed Khalid, Dr Zulikhat Yakub, Dr Ahmed Ellaban



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Practice/Patient Contract

At Ystwyth Medical Group, we try to provide optimal care for our patients. This document details how we wish to work together with our patients to provide this. Please read and sign this document, complete the other forms in your registration pack and return all together to the practice.

Opening hours:

We are open from 8 a.m. until 6.30 p.m. Monday to Friday, excluding bank holidays. The Out-of-hours Service can be contacted by ringing 111.

Contact:

It is important that you ensure your contact details are up-to-date at all times. You can update your details via the website or using a form from reception. You can give us permission to contact you with information or reminders via SMS text and also give a third party permission to speak on your behalf / collect prescriptions and letters for you.

Appointments:

Appointments may be made with the clinicians in advance, but there are some urgent appointments available "on the day". If you are acutely unwell, we will always try to fit you in, but it may not be with the practitioner of your choice. When you ring, the receptionists will ask you for a brief description of the problem so that they can direct you to the correct clinic.

You may book for specific clinics (e.g. phlebotomy, asthma, diabetes) in advance. There may be a delay in booking routine appointments for some clinics or practitioners when there is a heavy demand.

All the GPs and pharmacists provide telephone consultations. Many patients find these more convenient than face-to-face consultation, particularly for follow-up. Please note that, because of workload, we cannot promise to phone at a specific time.

A number of appointments are available via 'My Health Online', details can be found in your registration pack.

eConsult can be used to request routine advice from the doctor, or obtain self help information. It can also be used for administrative requests, such as sick notes or letters. The link is on our website.

Cancelling appointments:

Please inform us as soon as possible if you need to cancel an appointment so that another patient can use it.

Late attendance:

Please ring us if you are likely to be late so that we can try to accommodate you. If patients arrive late it can mean that the whole clinic runs very late. You may be asked to wait until the end of the clinic or to re-book.

Home visits:

These are only for patients who are housebound and have no means of getting to the surgery. Please request before 11.00 a.m. except in emergency. The receptionist will require some basic details of the need for a home visit in order to prioritise it. You may be telephoned by a clinician prior to being visited by a GP or the practice advanced paramedic. We aim to perform all home visits between 12.00 and 15.00.

Test results:

Please ring between 2-4pm and select option 4 'Test Results'.

General Practitioner Partners
Dr Gail S Davies, Dr Steffi Grahl
General Practitioners
Dr Sarah Wright, Dr Nicholas Cooper, Dr Mohammed Khalid, Dr Zulikhat Yakub, Dr Ahmed Ellaban



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Repeat and acute prescriptions:

We are not allowed to take requests for prescriptions over the phone. Requests can be made using the re-order form and left in the repeat prescribing box at the surgery, via local pharmacies, by post, or via 'My Health Online' (details in this pack). Repeat prescription requests take 48hrs for collection from the practice and 72hrs from a pharmacy. Requests for acute medications may take longer. You can either collect your prescription from the practice or specify a pharmacy to which you would like it to be sent. You can ring the prescribing clerks if you have any queries by dialling the surgery number and selecting option 2 'prescription queries'.

Prescribing drugs of addiction:

All the local practices are working together to reduce prescribing these medications as required by the Medicines Management Team of the Local Health Board and the Medicines and Healthcare products Regulatory Authority. The medications include diazepam, sleeping pills, opiate painkillers and gabapentinoids. The doctors and pharmacists will discuss with you how we plan to reduce this area of prescribing. We may need to amend your current medications when you register if they do not comply with our prescribing guidelines.

Expected behaviour:

The Practice supports the government's 'Zero Tolerance' policy for NHS Staff. We aim to give optimal care, kindness and consideration to our patients, and our staff have a right to care for others without fear of being attacked or abused. We understand that contacting your GP can at times be stressful and concerning for patients, and will take this into consideration when trying to deal with a misunderstanding or complaint.

However aggressive, abusive or violent behaviour, or any abuse of our services, will not be tolerated under any circumstances. This behaviour may result in you being removed from the Practice list and the Police being contacted. Examples of unacceptable behaviour include;

- Any physical violence
- Verbal abuse in any form including verbal insults, bad language or swearing
- Racial abuse or sexual harassment
- Persistent or unrealistic demands that cause stress to staff will not be accepted. Requests will be met wherever possible and explanations given when they cannot
- Causing damage or stealing
- Obtaining drugs and/or medical services fraudulently

Complaints Procedure:

Should you be dissatisfied with the service we offer; please contact our practice manager Mrs R Copeland to discuss matters. Information about "Putting things right", our complaints procedure, is available on our website, or from reception.

I have read this contract and agree with the above

Patient signature..... Date

Print Name

Practice signature *Dr Davies*, Senior Partner

General Practitioner Partners
Dr Gail S Davies, Dr Steffi Grahl
General Practitioners
Dr Sarah Wright, Dr Nicholas Cooper, Dr Mohammed Khalid, Dr Zulikhat Yakub, Dr Ahmed Ellaban



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Caniatâd i rywun gasglu i chi
Caniatâd i rywun siarad ar eich rhan

Enw'r Claf: _____

Dyddiad Geni: _____

Rwyf yn cytuno i'r bobl a enwir isod i gasglu (ticiwch eich dewis isod) ar fy rhan:

- Presgripsiynau
- MED 3 (nodiadau salwch)
- Dogfennau a rhoddwyd gan y feddygfa

Rwyf yn cytuno i'r practis siarad gyda'r bobl a enwir isod ynglŷn â:

- Fy anghenion iechyd i gyd
- Fy meddyginiaeth
- Fy nghanlyniadau profion
- Y manylion penodol yma (rhowch fanylion clir):

Enw / Name	Perthynas / Relationship	Manylion Cyswllt / Contact Details

Llofnod y claf: _____

Dyddiad: _____

Os ydych eisiau newid y cyfarwyddiadau yma, rhowch wybod i'r feddygfa.



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Consent for someone to collect for you
Consent for someone to speak for you

Patient Name: _____

Date of Birth: _____

I consent to the following person(s) collecting the below (please tick as appropriate) on my behalf:

- Prescriptions
- MED3 forms (sick notes)
- Documentation being provided to me by the practice

I consent to the practice speaking with the person(s) named below about:

- All my health needs
- My medication
- My test results
- The following specific information (please add clear

instructions): _____

Name	Relationship	Contact Details

Patient Signature: _____

Date: _____

If you wish to change these instructions, please contact the Practice.



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Dr G S Davies
Dr S Grahl
Dr S Wright
Dr N Cooper
Dr M Khalid
Dr Z Yakub
Dr A Ellaban

OPENING TIMES

We are open from 8 a.m. until 6.30 p.m. Monday to Friday, excluding bank holidays. The Out-of-hours Service can be contacted by ringing 111.

CHANGE OF ADDRESS OR PERSONAL DETAILS

Please let us know promptly of any changes of name, address, telephone numbers – including mobile. You can do this via the website, or using a form from reception.

APPOINTMENTS

For urgent matters we offer a limited number of 'on the day' appointments.

Routine appointments with a clinician can be booked up to five weeks in advance.

If you are unable to keep your appointment, please inform our receptionist as soon as possible. By cancelling your appointment, you make it available for another patient.

Please ring us if you are likely to be late so that we can try to accommodate you. If patients arrive late it can mean that the whole clinic runs very late. You may be asked to wait until the end of the clinic or to re-book.

The doctors and nurses all do their best to run to time, but they will sometimes run late. Please be patient if you are asked to wait.

Home Visits are only for patients who are housebound and have no means of getting to the surgery. Please request before 11.00 a.m. except in emergency. The receptionist will require some basic details of the need for a home visit in order to prioritise it. You may be telephoned by a clinician prior to being visited by a GP, the practice advanced paramedic or advanced nurse practitioner. We aim to perform all home visits between 12.00 and 15.00.

TELEPHONE CONSULTATIONS

Patients do not need to see a clinician for all illnesses or enquiries and therefore we offer telephone consultations with a clinician. You will be given an approximate time when the clinician will telephone you to discuss.

CONTRACEPTION CLINIC

A 'drop in' contraceptive clinic is held with a doctor between 17.00 & 17.30 every Thursday evening. An appointment in advance is not necessary.

E CONSULT

eConsult can be used to request routine advice from the doctor, or obtain self help information. It can also be used for administrative requests, such as sick notes or letters. The link is on our website.

NHS APP - app.nhs.wales

The App is a simple and secure way to book routine appointments, order repeat prescriptions & view parts of your medical record.

TEST RESULTS

Please ring between 2-4pm and select option 4 to obtain test results.

NURSE/HEALTHCARE ASSISTANT CLINICS

All nurse clinic appointments are available to book in advance. These staff are vital to the wellbeing of our patients and can help/advise on a vast range of medical conditions, including:

- minor ailments & accidents, wound care & dressings
- blood pressure checks
- cervical smear tests
- chronic disease clinics – diabetes, respiratory, heart disease etc
- Lifestyle advice

REPEAT PRESCRIPTIONS

Many patients are given medication which must be taken regularly. You can order these by post (enclosing a SAE), My Health Online (MHOL), or by visiting the practice in person. In line with Local Health Board guidance, we are unable to accept repeat prescription requests over the telephone.

Our prescription processing times for repeat prescriptions from receipt of request:

Collection from surgery – 48 hours Collection from pharmacy – 72 hours
Requests for acute medications may take longer.

COMMUNITY DISTRICT NURSE

District nurses visit housebound patients to give nursing care to those suffering acute, chronic, or terminal illness. They assess the patient's needs and plan with the doctors their appropriate care. 01970 627401

PRIVATE MEDICALS

Appointments with the doctor for private medicals (e.g. HGV and taxi driving licence, paternity tests, insurance medicals) are not covered by the NHS. You should contact the medical-legal secretary (01970 613 500, option 3) to discuss fees and make a pre-booked appointment.

SICKNESS CERTIFICATES/FIT NOTES

For 7 days of sickness you do not need a note from your doctor. After 7 days you will need a note from your doctors. You can request a note via eConsult.

PRIVATE SICK NOTES

Unfortunately some employers insist on a note from a doctor even if you have been off work for less than 7 days. Providing a note under these circumstances is not a legal requirement, and is not provided for by the NHS, therefore we have to charge for issuing private sick notes.

PATIENT CONFIDENTIALITY AND DATA PROTECTION

We ask for personal information so that you can receive care and treatment. This information is recorded on computer and we are registered under the Data Protection Act. The practice will ensure that patient confidentiality is maintained at all times by all members of the practice team.

CARERS SUPPORT

A carer is someone who, without payment, provides help and support to a partner, child, relative, friend or neighbour, who could not manage without their help. Please let our reception staff know that if you are a carer and for whom in order for this information to be added to your medical record. All carers are entitled to an assessment from Social Services if they wish.

Rydym wedi ein lleoli ar gyrion tref Aberystwyth, ger swyddfeydd Llywodraeth Cymru, gyda digon o le i barcio ceir a safle bws cyfeus. Ceir mynediad i'r feddygfa ar hyd ramp o'r maes parcio, sy'n ei gwneud yn hygyrch i bawb. Mae'r holl ystafelloedd ymgynghori wedi'u lleoli ar y llawr gwaelod ynghyd â chyfleusterau toiled addas ar gyfer pobl anabl/defnyddwyr cadeiriau olwyn.

Gan ein bod yn fan hyfforddi, yn aml gweithiwn ynghyd a meddygon dan hyfforddiant.

Mae nifer o fysiaw yn stopio y tu allan i'r feddygfa, gan gynnwys y gwasanaeth parcio a theithio.

We are located on the outskirts of Aberystwyth town, near to the Welsh Government offices, with ample car parking and a convenient bus stop. Access to the surgery is via a ramp from the car park, making it accessible for all. All consulting rooms are located on the ground floor along with suitable toilet facilities for disabled/wheelchair users.

We are a teaching practice, and we often have trainee GPs and student doctors working with us.

Numerous buses stop outside the surgery, including the park and ride.



Cysylltiadau defnyddiol Useful contacts

Community Health Council	01646 697 610
Carer's website	www.carers.gov.uk
Ysbyty Bronglais Hospital	01970 623 131
North Road Eye Clinic	01970 636 200
Citizens Advice	01970 626 256
Social Services	01545 574 000
Age Concern Cymru	0800 1696 565
Age Cymru Ceredigion	01970 615 151
Ymwelwyr Iechyd Ceredigion	07970 501 609
Health Visitors	07970 501 609
District Nurses	01970 627 401
Covid Vaccine bookings	0300 303 832

AMSERAU AGOR

Rydym ar agor o 8 a.m. tan 6.30 p.m. Dydd Llun i Ddydd Gwener, ac eithrio gwyliau banc. Gellir cysylltu â'r Gwasanaeth y Tu Allan i Oriau drwy ffonio 111.

NEWID CYFEIRIAD NEU FANYLION PERSONOL

Rhowch wybod i ni yn brydlon os oes unrhyw newid i enw, cyfeiriad, rhifau ffôn – gan gynnwys ffôn symudol. Gallwch wneud hyn drwy'r wefan, neu drwy ddefnyddio ffurflen o'r dderbynfa.

PENODIADAU

Ar gyfer materion brys rydym yn cynnig nifer cyfyngedig o apwyntiadau 'ar y diwrnod'. Gellir trefnu apwyntiadau arferol gyda chlinigwr hyd at bum wythnos ymlaen llaw.

Os na allwch gadw'ch apwyntiad, rhowch wybod i'n derbynnydd cyn gynted â phosibl. Trwy ganslo'ch apwyntiad, rydych chi'n sicrhau ei fod ar gael i glaf arall.

Ffoniwch ni os ydych yn debygol o fod yn hwyr er mwyn i ni allu ceisio rhoi llety i chi. Os bydd cleifion yn cyrraedd yn hwyr gall olygu bod y clinig cyfan yn rhedeg yn hwyr iawn. Efallai y gofynnir i chi aros tan ddiwedd y clinig neu i ail-archebu.

Mae'r meddygon a'r nyrsys i gyd yn gwneud eu gorau i redeg ar amser, ond weithiau byddant yn rhedeg yn hwyr. Byddwch yn amyneddgar os gofynnir i chi aros.

Mae Ymweliadau Cartref ar gyfer cleifion sy'n gaeth i'r tŷ yn unig ac sydd heb fodd o gyrraedd y feddygfa. Gwnewch gais cyn 11.00 a.m. ac eithrio mewn argyfwng. Bydd angen rhai manylion sylfaenol ar y derbynnydd am yr angen am ymweliad cartref er mwyn ei flaenoriaethu. Efallai y bydd clinigwr yn eich ffonio cyn i feddyg teulu, uwch barafeddyg y practis neu uwch ymarferydd nyrsio ymweld â chi. Ein nod yw cynnal pob ymweliad cartref rhwng 12.00 a 15.00.

YMGYNGHORIAD FFÔN

Nid oes angen i gleifion weld meddyg ar gyfer pob salwch neu ymholiad ac felly rydym yn cynnig ymgynghoriad ffôn gyda meddyg. Rhoddir bras amser i chi pan fydd y meddyg yn eich ffonio i drafod.

CLINIG ATAL GENHEDLU

Cynhelir clinig atal genhedlu 'galw i mewn' gyda meddyg rhwng 17.00 & 17.30 bob Nos Iau. [Nid yw apwyntiad](#) o flaenllaw yn angenrheidiol.

E CONSULT

Gellir defnyddio eConsult i ofyn am gyngor arferol gan y meddyg, neu i gael gwybodaeth hunangymorth. Gellir ei ddefnyddio hefyd ar gyfer ceisiadau gweinyddol, megis nodiadau salwch neu lythyrau. Mae'r ddolen ar ein gwefan.

NHS AP - app.nhs.wales

Mae'r Ap yn ffordd syml a diogel o drefnu apwyntiadau arferol, archebu presgripsiynau amlroddadwy & gweld rhannau o'ch cofnod meddygol.

CANLYNIADAU PRAWF

Ffoniwch rhwng 2-4pm a dewiswch opsiwn 4 i gael canlyniadau profion.

CLINIGAU CYNORTHWYOL NYRS/GOFAL IECHYD

Mae pob apwyntiad clinig nyrs ar gael i'w archebu ymlaen llaw. Mae'r staff hyn yn hanfodol i les ein cleifion a gallant helpu/cyngori ar ystod eang o gyflyrau meddygol, gan gynnwys:

- mân anhwylderau a damweiniau, gofal clwyfau a gorchuddion
- gwiriadau pwysedd gwaed
- profion ceg y groth
- clinigau clefyd cronig – clefyd siwgr, anadlol, clefyd y galon ac ati
- Cyngor ffordd o fyw

PRESGRIPSIYNAU AMLRODDADWY

Rhoddir meddyginiaeth i lawer o gleifion y mae'n rhaid eu cymryd yn rheolaidd. Gallwch archebu'r rhain drwy'r post (gan amgáu SAE), Fy Iechyd Ar-lein (MHOL), neu drwy ymweld â'r practis yn bersonol. Yn unol â chanllawiau Byrddau Iechyd Lleol, ni allwn dderbyn ceisiadau am bresgripsiynau amlroddadwy dros y ffôn.

Ein hamseroedd prosesu presgripsiynau amlroddadwy o dderbyn y cais: Casgliad o'r feddygfa – 48 awr Casgliad o'r fferyllfa – 72 awr Gall ceisiadau am feddyginiaethau aciwt gymryd mwy o amser.

NYRS ARDAL GYMUNEDOL

Mae nyrsys ardal yn ymweld â chleifion sy'n gaeth i'r tŷ i roi gofal nyrsio i'r rhai sy'n dioddef o salwch aciwt, cronig neu derfynol. Maen nhw'n asesu anghenion y claf ac yn cynllunio eu gofal priodol gyda'r meddygon. 01970 627401

MEDDYGINIAETH BREIFAT

Nid yw apwyntiadau gyda'r meddyg ar gyfer profion meddygol preifat (e.e. HGV a thrwydded yrru tacsï, profion tadolaeth, archwiliadau meddygol yswiriant) yn dod o dan y GIG. Dylech gysylltu â'r ysgrifennydd meddygol-cyfreithiol (01970 613 500, opsiwn 3) i drafod ffoedd a gwneud apwyntiad a archebwyd ymlaen llaw.

TYSTYGRIFAU SALWCH/NODIADAU FFIT

Am 7 diwrnod o salwch nid oes angen nodyn gan eich meddyg. Ar ôl 7 diwrnod bydd angen nodyn gan eich meddyg. Gallwch ofyn am nodyn trwy eConsult.

NODIADAU SALWCH PREIFAT

Yn anffodus mae rhai cyflogwyr yn mynnu nodyn gan feddyg hyd yn oed os ydych wedi bod i ffwrdd o'r gwaith am lai na 7 diwrnod. Nid yw darparu nodyn o dan yr amgylchiadau hyn yn ofyniad cyfreithiol, ac nid yw'r GIG yn darparu ar ei gyfer felly mae'n rhaid i ni godi tâl am gyhoeddi nodiadau salwch preifat.

CYFRINACHEDD CLEIFION A DIOGELU DATA

Gofynnwn am wybodaeth bersonol fel y gallwch dderbyn gofal a thriniaeth. Mae'r wybodaeth hon yn cael ei chofnodi ar gyfrifiadur ac rydym wedi'n cofrestru o dan y Ddeddf Diogelu Data. Bydd y practis yn sicrhau bod cyfrinachedd cleifion yn cael ei gynnal bob amser gan bob aelod o dîm y practis.

CEFNOGAETH GOFALWYR

Gofalwr yw rhywun sydd, heb dâl, yn darparu cymorth a chefnogaeth i bartner, plentyn, perthynas, ffrind neu gymydog, na allai ymdopi heb eu cymorth. Rhowch wybod i'n staff derbynfa os ydych yn ofalwr ac ar gyfer pwy er mwyn i'r wybodaeth hon gael ei hychwanegu at eich cofnod meddygol. Mae gan bob gofalwr hawl i asesiad gan y Gwasanaethau Cymdeithasol os dymunant.