# **Appointments**

To book an appointment call reception on 01268 663 140. You can book a telephone or face to face appointment with our clinicians.

For telephone appointments we are unable to give you an exact time for the call back from the GP.

# **SMS TEXT Appointment Confirmation**

If you have a mobile we will TEXT you details of your appointment date & time.

Please ensure your MOBILE NUMBER is Up-to-date

#### HOME VISITS

- Strictly for House Bound patients only
- Patients to call surgery before 10am.

Please remember, house calls are time consuming and at least three patients can usually be seen in the time taken to visit at home. Please ensure you make every effort to be seen face to face.

# **Surgery Opening Times**

Monday	8.00am to 6.30pm
Tuesday	8.00am to 6.30pm
Wednesday	8.00am to 6.30pm
Thursday	8.00am to 6.30pm
Friday	8.00am to 6.30pm
Saturday	CLOSED
Sunday	CLOSED

# **The Practice Team**

#### Clinical Staff:

- Doctors
- ANPs
- Nurses
- HCAs
- FCPs
- Pharmacists
- Social Prescriber
- Care Coordinator

# **Non-Clinical Staff:**

- Practice Manager
- Operations Manager
- Reception/Admin Team

# Clinics available at the surgery

We provide a wide range of NHS Services:

- Chronic Disease Management Asthma/ Heart Disease/ Diabetes/ COPD
   Hypertension/ Rheumatology/ Mental
   Health • Vaccinations & Immunisation
- Stop Smoking Clinic Advice on contraception and HRT Travel Clinic

# **Kingswood Medical Centre**

Dr G C Chajed (Male)
MMBS LRCP MRCS MRCP(I) MRCP(UK)

Dr A Chopra (Male)
MBBS DRCOG MRCGP

Dr R Shah (Female)
MBCHB BSC (Hons) DRCOG DFFP

Dr K Kabeer (Female) MBBS DA MRCGP DFRSH

Dr H Abu-Own (Female)
MBBS BSc DRCOG MRCGP

Dr Y Al-obaidi (Female) MBChB, MRCGP



Kingswood Medical Centre Clay Hill Road Basildon, SS16 5AD Tel: 01268 663 140

E: kingswood.info@nhs.net

www.kingswoodmedicalcentre.co.uk

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## **OUT OF HOURS HUB SERVICE**

Appointments are available from 18.30 to 20.00 every weekday evening and on a Saturday 9.00 to 17.00

These appointments will be held within our PCN local practices and can be booked by contacting the surgery on 01268 663 140, where you will be informed of the location of your appointment.



#### WHEN ITS LESS URGENT THAN 999

You should call 111 when you need advice or medical treatment quickly, and you cannot wait for an appointment to see your doctor.

The 111 adviser will be able to give you the healthcare advice that you need.

NHS 111 is free to call from both landlines and mobiles.

## **Accident & Emergency**

A&E departments assess and treat patients with serious injuries or illnesses. Generally, you should visit A&E or call 999 for life-threatening emergencies ONLY.

LOCAL A&E is at BASILDON HOSPITAL

#### ZERO TOLERANCE POLICY

#### **Abusive or Violent Behaviour**

Please note that this practice operates a "Zero Tolerance" policy. Kingswood Medical Centre has a duty to provide a safe and secure environment for staff and patients.

Violent or abusive behaviour will not be tolerated, and decisive action will be taken to protect staff, patients and staff.

Any such incidents will be reported to the police immediately, the patient's treatment will be terminated and if applicable NHS England/Integrated Care Board (ICB) will be informed.

# REPEAT PRESCRIPTIONS

Repeat prescriptions are available to request: Online using this link <u>SystemOnline</u> (Please obtain Login details from reception)

- Delivering the counterfoil to the surgery in the prescription box allocated on the right-hand side outside the front door.
- Posting
- Request via your local pharmacy
- Through the <u>NHS App</u>

The prescription will be available for collection after TWO FULL WORKING DAYS. To avoid mistakes, telephone requests are not accepted.

#### **NON - NHS SERVICES**

# **Medicals**:

Private medicals are by prior appointment ONLY

Insurance/ pre-employment medicals HGV and Taxicab Licensing.

### **SURGERY FACILITIES**

<u>Disabled Patients:</u> We have full access for disabled patients as well as suitable W.C. facilities.

Car Park: Strictly for staff & patient use only.

# DATA PROTECTION & CONFIDENTIALITY

The practice aims to be paper free and to achieve this we use computers in many of our day-to-day activities i.e. patient consultations, documentation, storing records, filing results and making referrals to name all but a few.

Therefore, the use of Information Technology is an invaluable tool in primary care. Patients' records are held on the computer in accordance with the guidelines of the <u>Data Protection Act</u>.

# ACCOLAIDES, SUGGESTIONS & COMPLAINTS

Please let us know of any suggestions and comments about the service we offer. If you wish to make a complaint, please write to Practice Manager.