

GREENWOOD MEDICAL CENTRE
Registering and Enrolling With Us
The Ministry of Health Requirements

Thank you for wanting to use our Centre.

There are two ways of registering with us:

- A. On an enrolled basis, where our fees to you are reduced due to the Government funding we get.
- B. On a casual or non resident basis, where we generally get no funding and consequently our fees are higher.

A. Enrolling with us

The Government, through the Ministry of Health, provides a level of funding to us, when patients enroll with us as their primary care provider and the patient meets the Ministry of Health's definition of a New Zealand resident. Meeting this definition also provides the patient access to some subsidized services such as prescriptions, Lab testing and Xray's.

The requirements to meet the Ministry of Health's definition are;

- You are residing in New Zealand and intend to for at least 183 days in the next year and
- You are a NZ citizen or visa holder that meet the requirements as shown on page 2 of on enrollment/registration forms

If you meet this test and wish us to provide ongoing primary health care for you, we will ask you to complete an Enrollment form.

As the Ministry is providing funding to us they require that we see evidence of proof when you are claiming you meet their Residency definition. We face penalties if we do not get proof and have it available at audit. Please do not be offended when we ask for this, all patients are asked this question. Unfortunately even patients transferring from other Practices need to provide proof as the Ministry does not provide us with a system to confirm that the Residency has already been checked.

Such evidence of proof can be:

- Your NZ Passport OR
- Your NZ Birth Certificate (or Cook Island, Niue or Tokelau birth certificate) AND two forms of proof that you are the person on the birth certificate or
- Your NZ Certificate of Citizenship AND two forms of supporting identity documentation – one needs to have a photograph of you.

This information confirms that you are eligible and can receive the appropriate funding. This information is required at the time of enrolment to enable us to enroll you with the Ministry. Until we get this information we can not claim funding for you and our fees to you will be at the higher rate.

B. Casual and Non resident Registration

If you are visiting us on a casual basis, when you do not intend us to be your ongoing primary care provider or whether you are defined as a Non Resident for the Ministry of Health purposes, you will be asked to complete a casual registration form.

Even with a casual registration, we still need to ask you whether you meet the Ministry's definition of a NZ resident as outlined above. While we will not generally get any funding for your visit, if you are a NZ resident you will be able to get subsidized prescriptions, Lab test and some XRays.

As these benefits may be available to you we still need to see proof that you are a NZ resident.

We appreciate that as a casual patient you may not have with you such proof as a passport, so we will accept a lower threshold of evidence such as a Community Service Card, or that the National Health Register shows you as a NZ resident. (Note the Ministry of Health does not accept the coding on this register of NZ resident sufficient for enrolment funding purposes). Regrettably if we can not see such proof we will have to register you for this visit as a Non Resident.

The fees for casual and non residents are shown on our notice boards and web site.

GREENWOOD MEDICAL CENTRE
PROCESS TO REGISTER IN MEDTECH A CASUAL PATIENT

1 Patient comes into the Centre and Reception

- Provides a casual registration form to the patient to complete
- Enters key information into Medtech to generate an appointment or WIP

2 Patient completes and signs the form (with assistance from GMC staff if necessary)

3 Reception obtains the NHI number for the patient from MOH's register and checks what status of residency the patient is recorded there. The NHI number is entered on the form and the residency per the form is checked to the NHI.

- If the Register shows them as a NZ resident, we will assume their enrolled practice has validated the status. There is minimal risk of us getting in to trouble with the MOH as only claims for labtest and prescriptions etc. can be made for casuals
- If it varies, i.e. claiming NZ residency on form but shown differently on the register, the patient is to be queried as to why.
- If it varies, the patient should provide proof of their claim. If the patient can not provide proof on the day, nicely advise the patient, that to meet the MOH's criteria they need to provide proof and for today's visit they will need to be entered as a non resident. Explain that the only effect that this will have is that if they need Lab tests or prescriptions they will be classified as non residents and will have to pay for those.
- If it varies, and they are likely to return for further visits, request that they email us evidence or the next time they visit bring it and the their status will be changed.
- Such evidence of proof can be:
 - Their NZ Passport OR
 - Their NZ Birth Certificate AND two forms of proof that you are the person on the birth
 - Their NZ Certificate of Citizenship AND two forms of supporting identity documentation
 - Their documentation supporting the other criteria they have claimed residency under

4 Enter the full details from the casual form into Medtech

5 Ensure the casual form is scanned into Medtech