Pre-2011 Patient Enrolment Forms

Te Whatu Ora requires **all patients enrolled using pre-2011 enrolment forms to complete a new enrolment form**. This is due to mandatory declarations that are missing on the older forms, which no longer meet current enrolment standards.

Latest version of Patient Enrolment Form

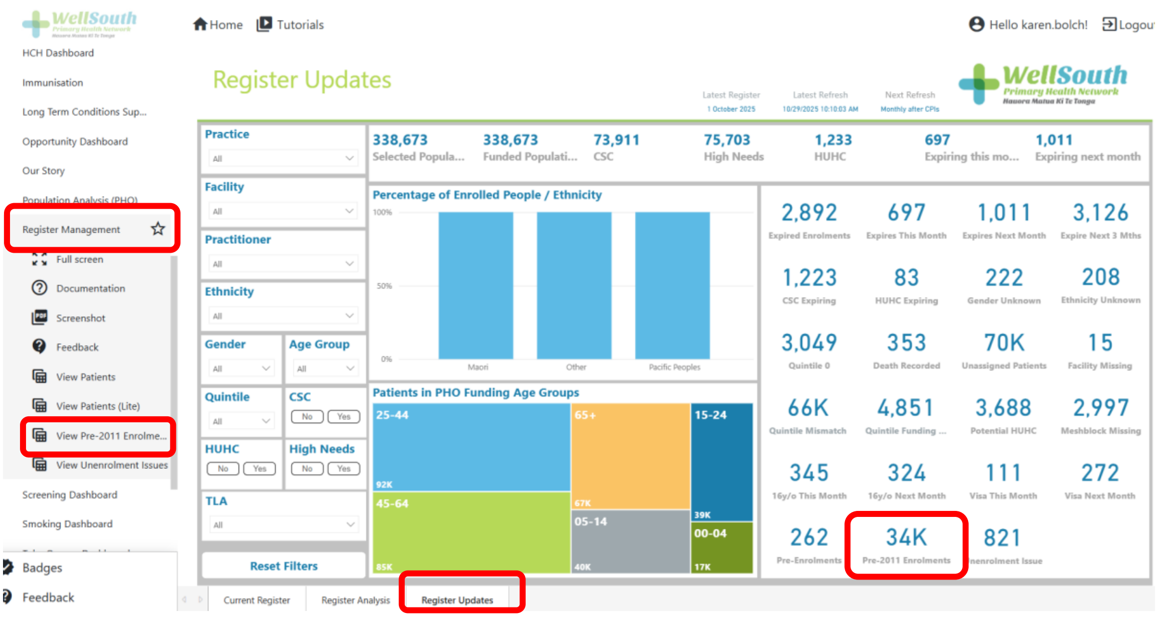
The latest version of the patient enrolment form now includes mandatory declarations for patients regarding the following:

- Health Information Privacy Statement / HealthOne / Adult Primary Care Survey

The latest version of the patient enrolment form is available here:
https://wellsouth.nz/provider-access/admin-resources/data-and-it/how-to-guides
A copy of the patient enrolment form with merge fields (Evolution) to use as an outbox document that will prepopulate most demographics is available here (*doesn't include gender or ethnicity*):
https://wellsouth.nz/provider-access/admin-resources/data-and-it/how-to-guides

How do you identify patients that require a new form

Thalamus has a report pulled directly from NES that identifies these patients. Go to Register Management > click on Register Updates > report is called **pre-2011 enrolments** > click on view pre-2011 enrolments. This list will also show the date of the patient's next consult (if they have one booked). These lists will be updated around the 5th of every month.



The most effective way to get new forms signed by patients

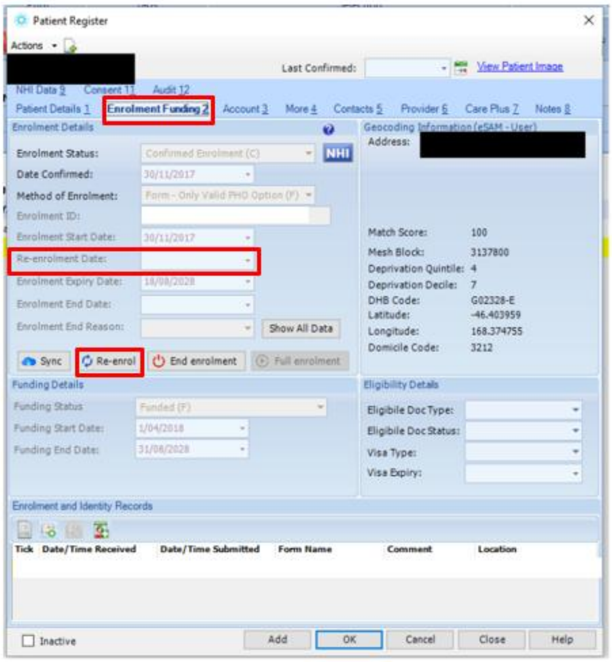
Place an alert on patients in the PMS who need to complete a new enrolment form so you can identify them when they next come into the practice. Once patients have completed the new enrolment form, you will need to re-enrol them in your PMS and which will sync with NES. Remove the alert on the PMS. Patients may have the opportunity to complete the form while they are waiting to see their health professional.
Reminder: This is also a great opportunity to double-check that you have up-to-date evidence and entitlement for enrolment for these patients.

Unfortunately, online enrolment forms are not suitable for re-enrolments. However, we have been in contact with the PMS Vendors to request if this can be implemented in future.

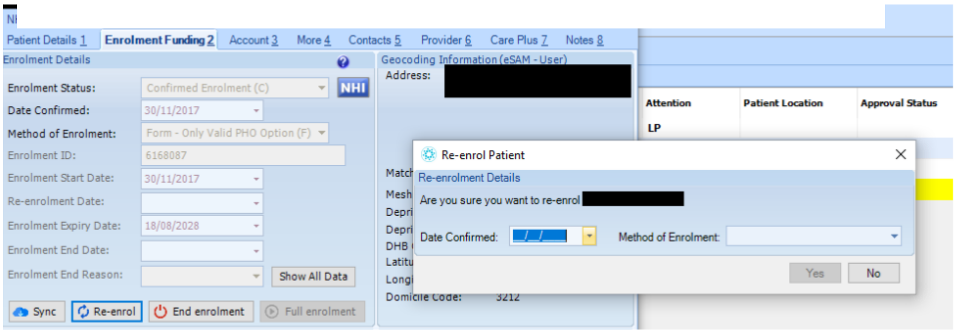
PMS process for re-enrolling patients that will update NES:

Medtech Evolution:

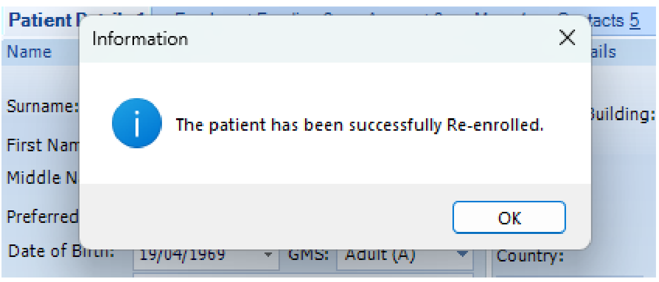
Bring the patient up on the pallet. Click on the Enrolment Funding tab, click on re-enrol icon



Enter the date of re-enrolment as per the date on the enrolment form and tick 'form' as method



This pop up will confirm that the patient has been re-enrolled. Click OK.

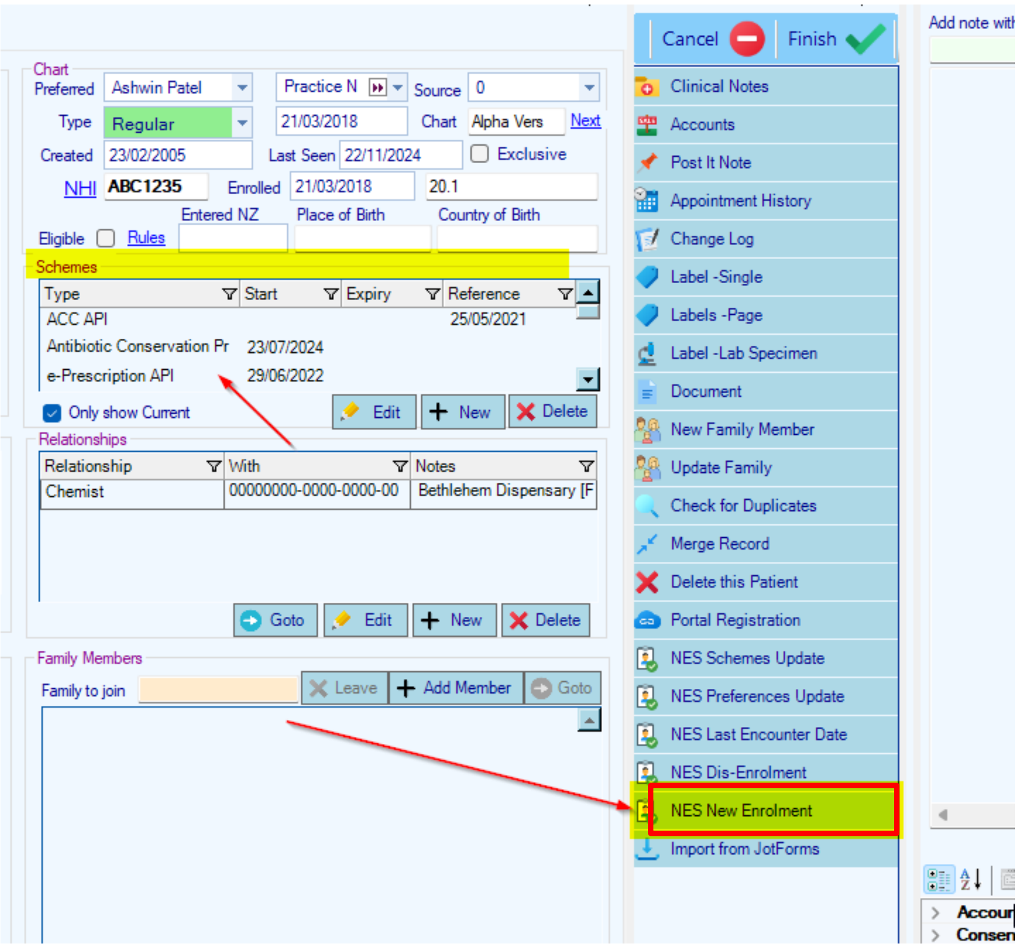


WellSouth
Primary Health Network
Hauora Matua Ki Te Tonga

MyPractice:

Bring the patient up on the pallet.
In patient details there is a link 'NEW Enrolment' which allows you to enrol or **re-enrol** the patient.
Once clicked, new E-Enrolment should appear under the Schemes.

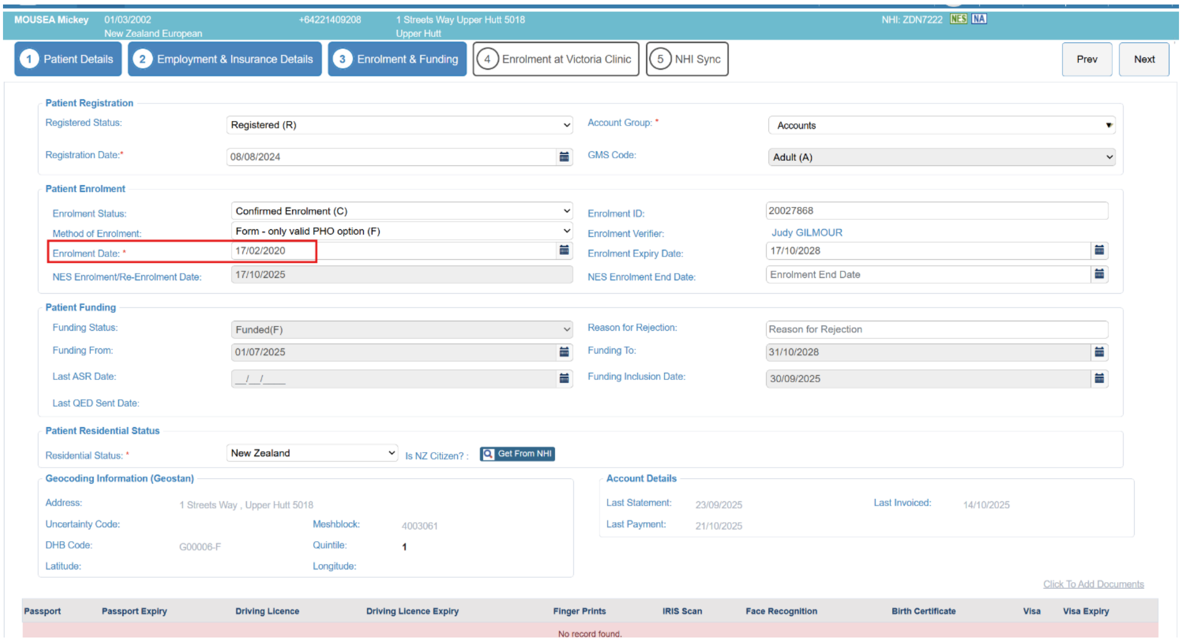
The date should be the same date as on the new enrolment form.



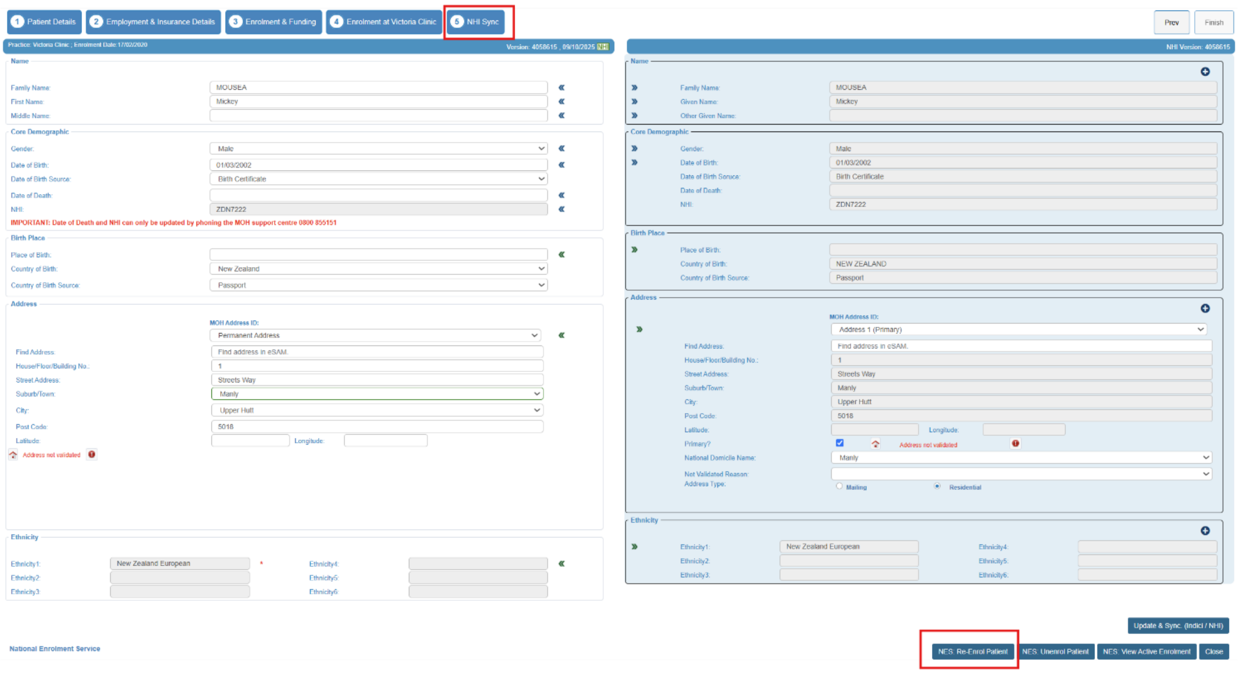
WellSouth
Primary Health Network
Hauora Matua Ki Te Tonga

Indici:

Bring the patient up on the pallet. On the 3rd tab of the enrolment edit page you will need to update the enrolment tab.



Then go to the 5th Tab and re-enrol on the NES.
The date should be the same date as on the new enrolment form.



If you are uncertain on any of the processes above, please contact your PMS vendor.