**OVERSEAS VISITOR MUST DO’S**

**The following actions must be completed for all overseas visitors**

* Ensure patient is an overseas visitor and is not registered with a GP
* Add as a new patient (PDS Search patient, no results returned, Add New Patient)
* Complete all details for patient, enter Not Known for the Registered GP
* Select ‘No’ for Legally Resident in UK
* Home Address – this must be patients usual home address, wherever that may be
* Temporary address – this must the address patient is staying at in this country
* Telephone number and NOK must be added for the patient
* Take photocopies of any ID they have (Passport, travel insurance, EHIC etc)
* Give the patient an Overseas Visitor Information sheet
* Print a Face Sheet and clip to any photocopies you’ve taken
* Put in the ‘To Send’ wallet of the Overseas Visitor box file

**NB** - If the patient only has digital copies of their ID on their phone/tablet please ask them to email it to our group email account. Forward the email to Overseas Team (address below), detailing the MRN of the patient so they can link it with the Face Sheet that gets sent. Make a note on the Face Sheet to say that ID has been emailed separately. Our group email address is:

[**AandEReception@cht.nhs.uk**](mailto:AandEReception@cht.nhs.uk)

**NIGHT STAFF**

Check the Overseas Visitors box every night and scan and send any documentation in the ‘To Send’ folder.

Send to:

[**philip.ashworth@cht.nhs.uk**](mailto:philip.ashworth@cht.nhs.uk)

AND

[**james.pickles@cht.nhs.uk**](mailto:james.pickles@cht.nhs.uk)

Once sent make a note on the documents detailing date and time sent and your name or initials and put in the ‘Sent’ wallet of the Overseas Visitors box.

**ALL STAFF –**

***The Overseas team will email the group email account or call us to confirm receipt of sent documents. Once confirmed as received, put the documents in the confidential waste.***

***All staff must regularly check the group email account during their shifts and action confirmation of receipt emails from the Overseas team.***