

## PRACTICE STAFF

### Selsey Medical Centre Team 2016

#### Partners:

Dr Michael Lacey      Dr Edward Ford  
Dr Alison Parrish      Dr Kingsley Poole  
Dr Rachel Jameson      Dr Frances Copeland

#### GP's:

Dr Antonia Gowan      Dr Arabella Sargent

#### Paramedic Practitioner

Kevin Allsobrook

#### Nursing Team:

Bobbie Davies      Andrea Jackson  
Kirsty Anderson\*      Sally Smith  
Christine Coulter\*      Emma Hayward  
Nicky MacDonald  
\*nurse prescribers

#### Healthcare Assistants:

Jacqui Strange      Marie Taylor

#### Phlebotomist:

Carole Bath      Tracey Hill

#### Support Team:

Anna Baldwin      Diane Kelleher  
Jan Poole      Lisa Lelliott  
Sallie Brown      Karen Miles  
Sadie Calton      Pauline Overton  
Nicola Collins      Sarah Palmer  
Aliceson Downs      Julie Ransom  
Lorraine Dryden      Danielle Phillips  
Kelly Frost      Allison Turner  
Tammy Goodman      Christine Wilson  
Sandra Hyman      Tonie Woodjetts  
Jeanette Hymas  
Gail Isted  
Nikki Jones

## Selsey Medical Practice

The Freedom of Information Act gives you the right to request information held by a public sector organisation. Unless there's a good reason, the organisation must provide the information within 20 working days.

Please contact: The FOI Co-ordinator

NHS West Sussex

1The Causeway

Goring-by-Sea

West Sussex BN12 6BT

Email: [FOI@westsussexpct.nhs.uk](mailto:FOI@westsussexpct.nhs.uk)

There may be a charge for this information.

## TELEPHONE NUMBERS

#### Appointments & Prescriptions

01243 608201/608202

*Prescription queries will only be dealt with  
between 10am - 11am and 2pm – 3pm*

#### Fax

01243 607720

#### NHS 111

111

## Selsey Medical Practice

# PRACTICE LEAFLET

## Information for Patients

#### OPENING TIMES

**Mon:** 8:30am - 6:30pm

**Tue:** 8:30am - 6:30pm

**Wed:** 8:30am - 6:30pm

**Thu:** 8:30am - 6:30pm

**Fri:** 8:30am - 6:30pm

**Sat:** Closed

**Sun:** Closed

#### Website

[www.selseymedicalpractice.co.uk](http://www.selseymedicalpractice.co.uk)

## PARTNERS

Dr's Lacey, Parrish, Jameson, Ford,  
Poole and Copeland

## GP's

Dr's Gowan, and Sargent

## APPOINTMENTS

All surgeries are by appointment and can be made in person or by telephone. Please make it clear if your problem requires urgent attention, if you are very ill you will be seen on the same day. GP appointments are for one problem only, if you think you need more time please discuss with the receptionist when booking. If you are unable to attend for your appointment please let us know so that we can offer this to another patient.

## HOW TO REGISTER AS A PATIENT

If you are new to the area and wish to register please ask at our Reception. If you have your medical card then please bring this along with you as well as one item of photographic identification (passport / driving license) and one document as proof of address. Following your registration you will be required to have a new patient check to enable your registration to be fully complete.

## HOME VISITS

Home visits should only be requested for those who are unable to come to the Surgery because of serious illness and infirmity. They should be requested before 10:30am if at all possible. Whenever possible we prefer to see you at the Surgery; if you do not feel well enough to sit in the waiting room we can make alternative arrangements. Requests for visits after this time will be taken by the Duty Doctor.

## TELEPHONE ADVICE

All Doctors are available (normally after 12:30pm) to give telephone advice after their morning surgery. Patients are advised to telephone before 9:30am to arrange this.

## PRESCRIPTIONS

Requests for repeats prescriptions will be dealt with within 2 working days. We do not take repeat medication requests over the telephone. Medication desk is open between 10-11am and 2-3pm for enquires.

## RESULTS

Results can be obtained between 10.00am and 2.00pm daily on 01243 608201.

## CHAPERONES

All patients are entitled to have a chaperone present for any consultation. Please request this at the time of booking or speak to your GP

## TEACHING

As an accredited training practice we regularly have medical students spend part of their training with us. All trainees are qualified doctors.

## OUT OF HOURS

If you have an urgent problem when the surgery is closed please ring 111 your call will be answered by this NHS service who cover out of hours. Please note that when contacting them, your telephone conversation will be recorded.

## DISABLED ACCESS

The surgery has designated parking spaces with wheelchair access, lift and toilet facilities.

## DATA PROTECTION

All information held about patients is completely confidential. The Practice is registered under the Data Protection Act 1984. This Act protects data held on the computer system.

## WEST SUSSEX PCT

To obtain details of all primary medical services available within the West Sussex area please contact 01903 708400

## PRESCRIPTION CHARGES (APRIL 2015)

Charge per item £8.40  
3 month pre paid certificate £29.10  
12 month pre paid certificate £104.00

For further details visit:

**[www.nhsbsa.nhs.uk](http://www.nhsbsa.nhs.uk)**

## COMPLAINTS, COMMENTS AND SUGGESTIONS

If you wish to comment or complain about any aspect of the Practice, please contact the Practice Manager.

**Patient Advice & Liaison Services (PALS)**  
**Freephone 0800 0304563**

*Selsey Medical Practice operates a zero tolerance policy to aggressive and abusive behaviour.*

***(Revised 05/04/2016)***