**Partners: Shotfield Medical Practice**

**Dr. Heather Lings Jubilee Health Centre**

**Dr. Bernard Lewis Shotfield**

**Dr. Joanna Munden Wallington**

**Dr. Hani Mahfooth Surrey**

**Salaried GPs: SM6 0HY**

**Dr. Lauren Fisk Tel. No: 020 8669 7612**

**Dr. Elvis Martinez**  **Fax No: 020 8773 1801**

July 2016

Dear Patient

**Re: Practice Merger – Reminder notice to patients**

Our practice is due to merge with another smaller practice, Beddington Medical Centre, from **1st October 2016**. At this time the current Beddington Medical Centre site will close and their staff and patients will move to us here at Shotfield Medical Practice within the Jubilee Health Centre. Beddington patients have of course been notified of this separately.

This will increase our team of doctors to 8 (5 male and 3 female) and there will be new reception and administrative staff who will also join us at this time from Beddington. We can reassure you that with this increase in patients and staff, additional phone lines will also be put in place to accommodate the extra calls that will become necessary to and from the practice.

**Please note that on Friday 30th September the Beddington site will be closed and an emergency on the day only service will be provided for all patients from Shotfield Medical Practice. This will be for genuine emergencies only and there will be no routine appointments available on that day.** This means that if you need to be seen urgently you will be triaged in the normal way at Shotfield and if necessary you will be asked to attend to be seen during that day.

The newly merged Shotfield Medical Practice will go live with a full service at the Jubilee Health Centre site on Monday 3rd October 2016.

***It would be very helpful to us if patients could assist us by not raising non urgent queries with the practice on this date and where possible even in the days leading up to and after this date in case there are in particular IT issues we have to contend with around this time.***

One final thing to point out is that we would highly recommend that, if you have not already done so, you **register for our** **online service** which will now facilitate a whole range of items you can access from your medical record, often saving you time and/or the need to come in or call the surgery at all. This includes your medication history and the ability to request repeat prescriptions, making and cancelling routine appointments with the doctor, your immunisations history, details of various test results (including the ability to print the result), information about allergies and adverse reactions. More information is available on our website or via reception.

We thank you for your co-operation and assistance in this matter.

Yours faithfully

***S Kavanagh***

**Sarah Kavanagh**

**Manager**