



### Patient Information Leaflet

We are a small, friendly team with pride in our efficient patient care. **Your health is our priority!**  
Our website provides further information & the latest edition of this leaflet. [www.parsonagesurgery.co.uk](http://www.parsonagesurgery.co.uk)  
You may also email us at: [parsonageadmin@nhs.net](mailto:parsonageadmin@nhs.net)  
Our address is **Parsonage Surgery, Herts & Essex Hospital, Cavell Drive, Bishops Stortford, Hertfordshire, CM23 5JH**

### Contact in surgery hours 01279 827608

Monday	08:00 - 18:30
Tuesday	08:00 - 20:00 <b>No emergency appointments after 18:30 hrs. Phone lines open till 19:30 hrs. for general queries or pre-booking of future appointments.</b>
Wednesday	08:00 - 18:30
Thursday	08:00 - 19:30 <b>No emergency appointments after 18:30 hrs.</b>
Friday	08:00 - 18:30
Saturday & Sunday	Closed

### Emergency contact outside surgery hours—dial 111

**Dial 111** for urgent medical assistance when the surgery is closed. This is the NHS 111 Service, open 24 hours a day, 7 days a week, 365 days a year. Calls are free. If you have a **life-threatening** medical emergency, **dial 999** and ask for **Ambulance**.

### Pre-bookable appointments

These can be booked at any time, but please avoid the busy morning period by calling after 10 a.m. If you have complex issues to discuss, please book a double appointment via our Reception Team.

We encourage you to use the online appointment booking service, **SystemOnline**. Appointments can be booked / cancelled & repeat prescriptions ordered. To register, ask our Reception Team on your next visit.

### Extended Access Hub Appointments

Evening & weekend GP / Nurse appointments are available as part of an 'extended access hub' service to patients in Bishops Stortford, Sawbridgeworth & surrounding areas. Appointments are held in different locations across these areas, please contact our reception team to book.

### Why does the receptionist ask me what is wrong?

A receptionist connects you with the most appropriate service for your needs. Our GPs request reception staff ask certain questions when booking to aid the smooth running of clinics. It is important to ensure you see the most appropriate clinician, this helps us save a GP appointment for when you really need it!

### Urgent Appointments

**Urgent Appointments** are released at 8 a.m. daily for issues that need to be seen the same day.

These should **not** be requested for something that is routine or being treated as on going by a Doctor.

*You will be offered the next available time slot (**we cannot accommodate time preferences for urgent appointments**).*

If we are fully booked, we offer a triage service to those needing the Doctor's attention the same day.

The Reception Team will be in touch once a response is received from the Clinician.

### We do not operate a sit and wait service.

**Home visits** are only for patients who are housebound due to illness or disability.

Please call us & give the Receptionist a full description of your condition, the GP can then make an informed decision about the need for a home visit. Visits may be covered by Herts Urgent Care Service.

### Repeat prescriptions

We aim to process repeat medication requests within 48 hours, if the prescription review date is unexpired.

Once approved, electronic prescriptions are sent to your nominated pharmacy for preparation.

You may still opt to collect prescriptions from reception, if you prefer. Please see our opening times.

Our **online service** is a convenient way to request repeat prescriptions. Again 48 hours should be allowed for us to complete the request. The Reception Team can provide you with login details.

### Test Results

It is the Patient's responsibility to phone the surgery for results. Please call between 10.00 & 18.00 hrs.

Once the Doctor has viewed the result & added any comments, the Reception Team can then pass this information to you.

We have a strict policy regarding confidentiality & data protection. We can only discuss test results with the person concerned, unless a 'Third Party Confidentiality' form has been signed & scanned onto your records giving your authority to release result details to a specified person. Forms are available on our website or at reception.

### Referrals

We aim to complete letters within 7 to 10 working days of the GP dictating them, in time of high clinical demand this may be longer & there may be occasions that letters are prioritised due to clinical urgency.

If you have not heard from your chosen hospital, please contact the central booking team on 01279 827391. If you still need support regarding your referral, please do not hesitate in contacting our Secretarial Team.

<b>Your Clinical Team at Parsonage Surgery</b>
<b>General Practitioners</b>
<p><b>Dr Jagjit Takhar, (Male GP) Partner</b>  <i>BSc (Hons), MBBS, MRCGP(Dist), DFFP, DRCOG, LFHOM, PgDip Cardiology</i></p> <p>He is relationship-driven &amp; focuses on positive outcomes &amp; results for patients. Qualified in 2002 from Bart's &amp; The Royal London Medical School. He joined the Practice in 2007 &amp; has an interest in cardiology, general medicine, education &amp; minor surgery.</p>
<p><b>Dr Pritpal Takhar, (Female GP) Partner</b>  <i>MBBS, BSc (Hons), MRCP (UK), MRCGP (Dist), DCH, DRCOG, DFSRH, PgCert Med Ed</i></p> <p>Graduated from Bart's &amp; The Royal London in 2002 &amp; began working in hospital-based general medicine moving onto General Practice. Prit joined the Team in October 2014 &amp; has an interest in training students &amp; GPs.</p>
<b>Medical staff</b>
<p><b>Gemma Smith — Practice Nurse</b>  Registered Nurse who joined our team in February 2017. She has a passion for Primary Care Nursing &amp; the continuity of care this offers. Gemma graduated from university in 2016 &amp; has since completed a general practice foundation course.</p> <p><b>Gemma is unable to see patients for minor illness - book</b> all minor illness appointments with our Paramedic or utilise hub appointments—please speak with reception to book.</p> <p><b>Sophie Barber — Healthcare Assistant (HCA)</b>  Sophie qualified as our HCA in April 2018. She continues to expand her knowledge assisting the clinical team. Sophie is also our Reception Manager &amp; will combine roles.</p> <p><b>Sadie Smart—Paramedic</b>  Sadie has been a registered Paramedic since 2012 &amp; recently joined our team in February 2019. After 9 years in the ambulance service she is looking forward to building patient relationships &amp; expanding her knowledge of primary care. Sadie is qualified to see Minor Illness &amp; is usually able to provide same day appointments</p> <p><b>GP Registrars</b> We are a training practice. Registrars spend 3 years in training programmes - 18 months in hospital posts &amp; 18 months in General Practice. Both of our GP's supervise &amp; mentor Registrars.</p>
<b>New patient registration</b>
<p>Our list is currently open. For more information, please visit Reception or call 01279 827608. If you live within our Practice boundary, download a registration pack via our website, packs are also available from our reception desk. Please visit in person to register, we require photo Identification (e.g. passport / driving licence) &amp; proof of address (e.g. utility bill).</p> <p><b>Please do not expect to see a Clinician immediately.</b> We aim to register new patients within 7 working days. You can call us to confirm your details are on our system. Within this registration timeframe, please contact your current surgery for medication / appointment requests, should you have any difficulties—please do inform us &amp; we will do our best to help.</p>

<b>Services Available</b>
<p>Please check with our Reception Team which health professional is appropriate for your appointment needs, especially if booking online.</p> <p><b>As well as being a GP Practice with nursing &amp; admin support, we also offer:</b></p> <ul style="list-style-type: none"> <li>• Midwifery Services onsite</li> <li>• Baby Checks</li> <li>• Childhood Immunisations</li> <li>• Ear Syringing</li> <li>• ECG &amp; 24-hour blood pressure monitoring</li> <li>• Minor operations &amp; joint injections</li> <li>• Wound Dressings</li> <li>• Travel Advice &amp; Vaccinations</li> <li>• Private Services</li> <li>• Smoking Cessation Clinic</li> <li>• Dietician Clinic</li> <li>• Contraceptive Services</li> <li>• Cervical Screening</li> </ul> <p><b>Checks &amp; Reviews for:</b></p> <ul style="list-style-type: none"> <li>• Asthma</li> <li>• Atrial Fibrillation</li> <li>• Blood Pressure</li> <li>• Chronic obstructive pulmonary disease</li> <li>• Cancer</li> <li>• Cardiovascular Disease Primary Prevention</li> <li>• Chronic Kidney Disease</li> <li>• Dementia</li> <li>• Depression</li> <li>• Diabetes</li> <li>• Epilepsy</li> <li>• Heart Failure</li> <li>• Hypertension</li> <li>• Learning Disabilities</li> <li>• Mental Health</li> <li>• Obesity</li> <li>• Osteoporosis</li> <li>• Palliative care</li> <li>• Peripheral Arterial Disease</li> <li>• Rheumatoid Arthritis</li> <li>• Secondary Prevention of Coronary Heart Disease</li> <li>• Stroke And Transient Ischaemic Attacks (TIA)</li> </ul>
<b>Privacy &amp; Confidentiality</b>
<b>Patient feedback – Compliments/Complaints</b>
<p>Everyone working for the NHS has a legal duty to keep information about you confidential. We respect our patients' privacy, dignity &amp; confidentiality at all times. If you wish to discuss anything in private please inform our receptionist.</p> <p>If you feel that the care or service you have received has not met your expectations &amp; wish to raise an issue, please advise our Reception Team or a Patient Complaint Form can be obtained via Reception or is downloadable from our website. We believe that listening to our patients is the best &amp; quickest way to resolve complaints.</p> <p>Our Reception / Practice Manager are happy to discuss if required. Please also feel free to comment via the NHS Choices website or email <a href="mailto:parsonageadmin@nhs.net">parsonageadmin@nhs.net</a></p>