

# Queen Square Medical Practice Information Leaflet

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Dr J Marriott & Partners

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Welcome to Queen Square Medical Practice. We aim to provide a friendly patient service whilst maintaining a high standard of medicine.

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# Our Sites

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## Queen Square Surgery

2 Queen Square

Lancaster

LA1 1RP

**Tel: 01524 843333**

**Email:** [queen.square@gp-p81013.nhs.uk](mailto:queen.square@gp-p81013.nhs.uk)

**Website:** [www.queensquare.org](http://www.queensquare.org)

### Opening Times

Monday	07:30	18:30
Tuesday	07:30	18:30
Wednesday	08:00	20:00
Thursday	08:00	18:30
Friday	09:30	18:30
2nd Saturday of every month*	08:30	12:00

## Caton Health Centre

Hornby Road

Caton

Lancaster

LA2 9QW

### Opening Times

Monday	08:30-13:00	15:00-18:00
Tuesday	08:30-13:00	15:00-18:00
Wednesday	08:30-13:00	CLOSED
Thursday	08:30-13:00	15:00-18:00
Friday	09:45-13:00	15:00-18:00

## Healthhub

1b Queen Street

Lancaster

LA1 1RS

**Website:** [www.healthhub.org.uk](http://www.healthhub.org.uk)

# When We Are Closed

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The Department of Health defines the purpose of the emergency service as to: "Meet those urgent patient needs that cannot safely be deterred until the patient's own GP practice is next open."

## **NHS 111 Service**

**Call free on: 111**

You should use NHS 111 service if:

- You need medical help fast, but it's not a 999 emergency
- You think you need to go to A&E or another NHS urgent care service
- You don't know who to call for medical help or you don't have a GP
- You require health information or reassurance about what to do next.

## **What is 111?**

It is an NHS telephone number to help make it easier for you to access local health services. The service is available twenty-four hours a day, seven days a week, 365 days a year. Calls are free. You will be assessed and directed to the most appropriate local service provider e.g. A&E or out of hours doctor.

## **Staff Training**

From 8:00 a.m. until 9:30 a.m. every Friday morning, the surgery is closed to enable staff to be involved in training and development. This is to help encourage good communication and education on various areas within the practice and involves staff from all sites.

Please note, because of this training session, Caton Health Centre does not open until 9:45 a.m. to allow enough time for the Receptionist to get to the Caton site.

If you require an urgent home visit during this time, please call 01524 584858. All routine visits, appointments or enquiries will be asked to call back after 9:30am.

One Wednesday afternoon every quarter, all the surgeries in Lancaster are closed so the GPs can attend a development and planning meeting at the CCG. This is important for the progression of our local healthcare. During the closure, the staff attend relevant training sessions.

When the surgery is due to be closed, there will be posters around the surgery and notice on the website giving patients plenty of notice. If you need to see a doctor whilst the surgery is closed, please contact

**Bay Urgent Care on: 0300 123 1144**

## Clinical Commissioning Group

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Our CCG is the Lancashire North:

Morecambe Bay CCG  
Moor Lane Mills  
Moor Lane  
Lancaster  
LA1 1QD

Website: [www.lancashirenorthccg.nhs.uk](http://www.lancashirenorthccg.nhs.uk)

Email: [info@lancashirenorthccg.nhs.uk](mailto:info@lancashirenorthccg.nhs.uk)

For reception and general enquiries please contact: **(01524) 519333**

For Lancashire North CCG enquiries please contact: **(01524) 519369**

# Useful Numbers

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Royal Lancaster Infirmary	01524 65944
NHS 111	111
Social Services	03001 236 720
District Nurses – Treatment Room	01524 519575
Midwife	01524 583861
Delivery Suite	01524 583850
Health Visitors	01524 518933
Lancaster Police Station	01524 63333
Citizens Advice Bureau	08701 264 035
Alcoholics Anonymous	08457 697555
Inspire Lancaster (alcohol & drug Services)	01524 388493
Inspire Morecambe (alcohol & drug Services)	01524 384210
Childline	0800 11 11
Crimestoppers	0800 555 111
Samaritans	08457 90 90 90
Westmorland General Hospital	01539 732288
Queen Victoria Centre	01524 405700
Patient liaison Service	01539 795497
Primary Care Support Services	01772 221444
Sexual Health Services at Healthhub	01524 580970
Lancaster & Morecambe GUM	08450 590 015

# Patients' Rights & Responsibilities

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Patients have the right to be treated courteously and with respect. They can freely choose to see any of the available health care workers in the practice. We aim to provide an appointment with a Doctor or Nurse within two working days of the request and if the problem is urgent then we will offer an appointment for the same day. We strive to provide a very high standard of clinical care whilst remaining sympathetic to the wide variety of individual needs of our patients.

Patients have the right to complete confidentiality except when the keeping of this confidentiality may endanger life. Information about patients is shared only with medical professionals who are involved in their care. Patients can ask that information be restricted even more and this can be discussed with their Doctor. Any patient information at all, requested by other parties, can only be given with the written consent of the patient. Patients have the right to read their records from the entries dated 1989 forwards. There will be a small administration charge for this service.

We expect patients to keep appointments made both in the surgery and at the hospitals (or for them to be cancelled well in advance). If you are late for an appointment, you may be required to re-book. If patients repeatedly do not attend booked appointments we may be forced to consider further action, which may include removal from our list.

If patients are violent or abusive to other patients or workers of the practice, at the practice or in the community, then we will consider further action depending upon the situation. The result of this could involve removal from our patient list or involvement of the police.

# About Us

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## Partners

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**Doctor Jeremy Marriott** *MB ChB (Birmingham) 1986 FRCGP*

Dr Marriott went to Medical School in Birmingham. After his training he worked mainly in the North West, but spent fifteen months in Auckland, New Zealand. He has been a partner at Queen Square since 1992

His interests in the practice include musculoskeletal problems, Travel Medicine and drug and alcohol rehabilitation services.

**Doctor Helen Connell** *MB ChB (Manchester) 1995 DRCOG MRCGP DipGyn, DFFP*

Dr Helen Connell was born and brought up in Derbyshire. She has worked at Queen Square since May 2001 and became a Partner in 2010. She has a clinical interest in Sexual Health and Contraception and is currently studying to be a GP with special interest in Gynaecology. She is also the lead GP in the practice on Prescribing.

**Doctor Brandon John** *MBChB (Sheffield), MRCGP, DRCOG*

Dr Brandon John grew up in Manchester. He went to medical school in Sheffield, then came to Lancaster to do his GP training. He is a GP Trainer.

**Doctor Sam Moon** *MB ChB (Birmingham) 1999, BMedSc, PG Dip SEM MRCGP*

Dr Moon joined the practice in December 2012. He studied Medicine at the University of Birmingham and completed his general practice training in the West Midlands. He has spent the past five years living and working in New Zealand. His clinical interests are sport and exercise medicine and minor surgery.

**Doctor Rachel Woolley** *MBChB (Manchester), MRCP, MRCGP, DFFP*

Dr Woolley grew up in Kendal, studied French and Philosophy in Edinburgh before changing tack to study Medicine at Manchester University. She worked in hospital medicine for 4 years before deciding to become a GP. She completed her GP training in York. Her area of clinical interest is palliative medicine and musculoskeletal problems.

**Doctor Patrick Haslam** MBBS (London) BEng MRCGP

Dr Haslam initially studied Acoustical Engineering in Southampton before training in medicine in London at Bart's & the London Medical School. After working in Somerset he completed his GP training in Lancaster and was the Registrar at Queen Square from 2015 to 2016 after which he was made Partner. His interests are Research and Respiratory Medicine. He also sees patients in Respiratory Outpatient Clinic in Kendal.

**Doctor Robbie Whitaker** MBChB (Manchester), BSc, MRCGP

Dr Whitaker grew up in Lincolnshire and studied at the University of Manchester. He took a year out to do a separate degree in Sports and Exercise. Following medical school he completed his hospital training in Lancaster and was the Registrar at Queen Square from 2017 to 2018, after which he was made Partner. His interests are sports and exercise medicine and triathlon racing.

**Doctor Chaturvedi Vare** MBBS (NTR University of Health Sciences) 2003 MRCGP 2015

Dr Vare qualified in India and has been working in the UK since 2005. He has experience of working in various surgical specialities in Manchester. He completed his GP training in Lancaster. Dr Vare joined the surgery in October 2015 as an associate GP and has since been made Partner.

## Associate Doctors

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**Doctor Alison Bateman** MB ChB (Sheffield) 1989 DipGyn DFFP

Dr Bateman was brought up in Manchester, and trained in Sheffield. After a spell working in New Zealand, she completed her GP training in Glasgow, before moving to Lancaster, where she has been with the practice since 1994.

Her interests in the practice are in Women's Health, and Family Planning. She is a Family Planning Trainer and a GP with special interest in Gynaecology.

**Doctor Fiona Stuart** MBBS (London) 1987 DRCOG MRCGP

Dr Stuart was previously a partner for a number of years at a practice in the South of England before moving to Lancaster. She has a special interest in family planning and genito-urinary medicine.

## Other Practitioners

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### **Sister Christine Hudson** – Nurse Practitioner

Chris Hudson is a specialist nurse who is highly trained to examine, assess and prescribe. She works closely alongside the doctors in providing a high standard of medical care and wherever appropriate you may be offered an appointment with her as an alternative to a doctor. Appointments can be booked with her in advance, or on the day.

She has training beyond that of a Practice Nurse and is able to treat a wide variety of illnesses/conditions; a doctor will be on hand if she requires advice on your further management. She specialises in respiratory diseases and cardiovascular diseases.

### **Sister Sharon Salisbury**

Sharon has been a qualified nurse for nearly 40 years and has accrued an extensive range of knowledge and experience, including Accident & Emergency and in the community, where she worked as a Community Matron. Sharon qualified as a Nurse Practitioner 10 years ago. She is able to assess, examine and prescribe. Her interests are contraception including implants and the menopause.

### **David Rowlands** – Advanced Pharmacist Practitioner

David is our Pharmacist Practitioner. He can examine, assess and prescribe for a wide range of conditions David works closely alongside the doctors in providing a high standard of medical care and wherever appropriate, you may be offered an appointment with him as an alternative to a doctor.

He advises the practice team on all aspects of medicines and also runs a medication review clinic. Please feel free to book an appointment with him if you would like to discuss your medication in more detail.

### **Andrew Michie** – Pharmacist

Andrew joined Queen Square in July 2018 as a Pharmacist. We share him with The James Cochrane Practice, Kendal. He works closely with David Rowlands.

# Nursing Team

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Queen Square Medical Practice is proud of their extensive and highly qualified nursing team lead by Sister Cath Jackson.

## **Practice Nurses**

### **Sister Cath Jackson**

Cath joined the nursing team in May 2017. She studied nursing at Glasgow Royal Infirmary 1984-1987. She moved to Lancaster in 1987 and worked as a staff nurse locally.

She also studied midwifery and worked as a midwife for six years. She started practice nursing in 1995 and has worked in four of the local practices. She has trained in all areas of disease management and carries out all necessary treatment room duties.

### **Sister Catherine Townsend**

Catherine joined the Queen Square in January 2013. She has worked 4 years in practice nursing and previously 9 years in the community as nurse visitor for the elderly. She has also had 13 years working with the HV service doing childhood immunisations and health reviews. Catherine has experience in travel medicine, an advanced certificate in respiratory (asthma/COPD) and embarking on further study in other chronic disease areas.

### **Sister Lisa Waddington**

Lisa is a qualified nurse with twenty years' experience. For most of this time she worked as a District Nurse. She has a wide range of knowledge and skills particularly wound care and dermatology.

### **Sister Sarah Bland**

Sarah was a Health Care Assistant for many years and in 2011 went to college to gain her nursing diploma. She returned to Queen Square in April 2014 and, like Lisa, can provide a variety of nursing services.

## **Practice Nurses can provide the following services:**

- Injections
- Ear Syringing
- General Advice

- Health Checks (Pill, HRT, etc.)
- Smears
- Emergency Contraception
- Asthma Review
- Travel Health Advice and Vaccinations (see Travel Clinic)
- Cardiovascular Disease Review

## Health Care Assistants

**Tina Kerr, Emma Moore, Esther Watson, Louise Livesey & Dawn Spurr.**

Health Care Assistants are important members of team supporting the nursing staff. They are on hand to assist the doctors and nurses. The services they can provide are:

- Blood Samples
- Blood Pressure Testing
  - Including 24hr blood pressure monitoring
- Urine Sampling
- Medication Monitoring
- ECGs
- Glucose Tolerance Testing
- Spirometry
- Minor Operations
- B12 injections
- Flu injections

You are welcome to see any of our practitioners, however, if you wish to see a particular GP or Nurse, please specify this when arranging your appointment and we will endeavour to accommodate your request wherever possible.

If you have an ongoing or long-term condition, it is advisable to see, if possible, the same practitioner on each visit to the surgery.

## Research Nursing Team

**Eleanor Sowerby**

Elley joined Queen Square Surgery in January 2018. She is a registered nurse with over 17yrs experience working in a variety of areas including intensive care, A&E, Hospice and most recently at Lancaster University, where she worked as the Country Trainer for a large EU care home study as well as Research Associate and Advance Care Planning (ACP) facilitator. She joins

the team as the Research Development Nurse helping to develop primary care research across Morecambe Bay CCG.

### **Julie Leach**

Julie joined the practice in June 2012. She is a Registered Nurse with ten years' experience working as a Practice Nurse and prior to that twenty years' experience working in a hospital setting. Julie is working at the practice as a Research Nurse and may contact you to ask if you wish to be involved in a research project that the practice is involved with.

## Managerial Team

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### **Jonathan Whifford-Bartle** – Practice Director

Jonathan has been with the practice since 1998. He has overall responsibility for the smooth running of the practice and financial matters. It is his role to ensure that we are constantly providing our patients with the best service possible and strives to drive the practice forward. He is the Caldicott Guardian for the practice (“a person with overall responsibility for ensuring that the confidentiality and security of patient information is maintained”).

### **Janet Byrne** - Practice Manager

Janet has worked at the surgery since 2019 after moving from another local surgery. Her main role is to oversee the reception and administration of the practice.

If you have any non-medical queries related to your health that cannot be dealt with by a Receptionist, or wish to make a suggestion or complaint about the running of the practice, Janet will be happy to assist you.

## Services & Providers

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<b>Maternity Services</b>	Midwife & all Doctors
<b>Childhood Immunisations</b>	TR and Practice Nurses
<b>Childhood Surveillance</b>	All Doctors & Health Visitors
<b>Travel Vaccinations</b>	Practice Nurses @ Healthhub
<b>Joint Injections</b>	Drs Marriott, Moon & Woolley
<b>Contraceptive Implants &amp; coils</b>	Drs Bateman, Connell, Stuart, Woolley
<b>Well Woman/Man Checks</b>	Doctors, Nurses & Pharmacist
<b>Private Medicals for Insurance (Registered patients only)</b>	All Doctors

## Other Healthcare Workers

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### Health Visitors

The Health Visitor team consists of, but is not limited to **Kathleen Freear** and **Jo Stretch**.

They are on hand to give advice to parents of children up to school age. They also encourage health education and carry out developmental assessments on children at various stages. See useful contacts for their number.

### Physiotherapists

Physiotherapists from the Infirmary hold regular clinics in Queen Square Surgery. This is a triage assessment clinic and if necessary, you will be referred by the Physio to the Hospital for further treatment.

### Community Matron and Long-term Condition Team

The team will work with those complex health and social care needs to prevent crisis and promote independence. The team will also provide advice and support to a range of patients and carers to make living at home as easy as possible.

## **Midwife**

The current Midwives allocated to Queen Square Medical Practice are Claire & Danielle. They carry out 3 antenatal clinics per week and care for women, babies post-natally at home.

# Compliments, Constructive Criticisms and Complaints

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We are always keen to hear of ways in which we can improve our care for patients and your feedback is important to us. Comments and suggestions can be made in writing, by telephone, via email ([queen.square@gp-p81013.nhs.uk](mailto:queen.square@gp-p81013.nhs.uk)) or in person, ideally addressed to Janet Byrne or Jonathan Whitford-Bartle.

You are welcome to join our Virtual Patient Group by completing a short form on the website. We will keep you informed of practice decisions and also ask your opinion on current affairs.

If you feel that our services have failed to meet your needs, please let us know. Informal concerns can be raised in person or by letter to Janet Byrne. If, however, you wish to make a formal complaint, a copy of our Complaints Procedure can be obtained from Reception and the complaint should be made in writing to Jonathan Whitford-Bartle. We strive to deal with any complaint, no matter how trivial or major, in a quick, efficient manner.

If we are unable to resolve the issue we may, if appropriate, refer your complaint to the Healthcare Commission.

## Consent to Treatment

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Where possible, a clinician must be satisfied that a patient understands and consents to a proposed treatment, immunisation or investigation. This will include the nature, purpose, and risks of the procedure to ensure that the patient understands, and has enough information to give 'Informed Consent'. If it is demonstrated that a patient is not competent to give his/her own consent, this will be sought from the person responsible for them.

## Prams, Pushchairs and Bikes

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In line with strict fire regulations, we are unable to allow patients to take their prams, pushchairs or bikes in the lift to the first floor. In consideration of yourself and others in the event of a fire, please respect these regulations. There is a bike stand outside the front door and prams and pushchairs can be left in the entrance porch or Reception if the porch is full.

## Smoking

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In line with current British Law, you are not permitted to smoke in the practice.

### Animals

No animals are permitted in the surgery except guide dogs.

## Test Results

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We do not routinely contact patients whose test results are normal. For enquiries about results, please ring after 2:00 p.m. when the phone lines are less busy and your doctor will have had time to review the results. The Receptionists will give you the Doctor's or Nurse's message. You may be asked to speak to a Doctor for further clarification about your result.

## Wheelchair/Disabled Access

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We have full disabled access throughout all three sites. We have a lift to the first floor at Queen Square Surgery, which makes all consulting and treatment rooms available to patients with mobility problems.

## Chaperones

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All patients are entitled to have a chaperone present for any consultation, examination or procedure where they feel one is required. The doctor may also request to have a chaperone present. Before any examination is performed, you will be asked if you would like a chaperone present. If you would, a member of the practice team will be asked to enter the room for the duration of the examination.

## Mobile Phones

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We would respectfully ask, in consideration of other patients in the surgery, that your mobile phone is switched off whilst you are in the surgery building. If you need to make a call you may use the entrance porch to use your mobile phone.

## Summary Care Record

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The SCR is an electronic summary of key health information. It will hold limited essential information extracted electronically from the patient's GP record and held securely on the National Spine. This will only include core data such as Medications, Allergies and Adverse Reactions. Additional Information can be included at the request of, or with the explicit consent of the patient.

Patients can choose whether or not to have an SCR. Patients will be asked for 'Permission to View' their SCR before it is accessed. Most patients will have implied consent, however if you wish to opt out of this or wish to know more, please go to either: [www.hscic.gov.uk/scr](http://www.hscic.gov.uk/scr) or [www.nhscarerecords.nhs.uk](http://www.nhscarerecords.nhs.uk)

## Non-NHS Services

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There are certain services that Doctors provide which do not come under the NHS jurisdiction and therefore Doctors provide these privately for a charge. These services may include provision of letters, insurance reports, medical examinations, certificates, etc. Please check with Reception for up to date charges.

The Doctors' clinical NHS work must take priority and in light of this, we would advise patients to give the Doctor at least one week to complete any reports etc.

## Research

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From time to time, the practice may offer patients the opportunity to be involved in medical research projects. Patients will not be asked to enter any research project without full information and written consent will always be obtained.

## Computers and Confidentiality

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In each consulting room there is a computer and a printer. Any information held on the computer is confidential between yourself and the practice. It ensures clinics can run smoothly and give as much information to the clinician as they require from your past medical history.

We, as a practice, are strictly bound by the rules of confidentiality and privacy as set out in the Data Protection Act of 1998. This means that we are unable to give out any information about a patient without his/her documented permission.

You have the right to view your medical records or have a copy of them – there is usually a fee for this service. Please apply in writing to Janet Byrne.

## Registrars/Training

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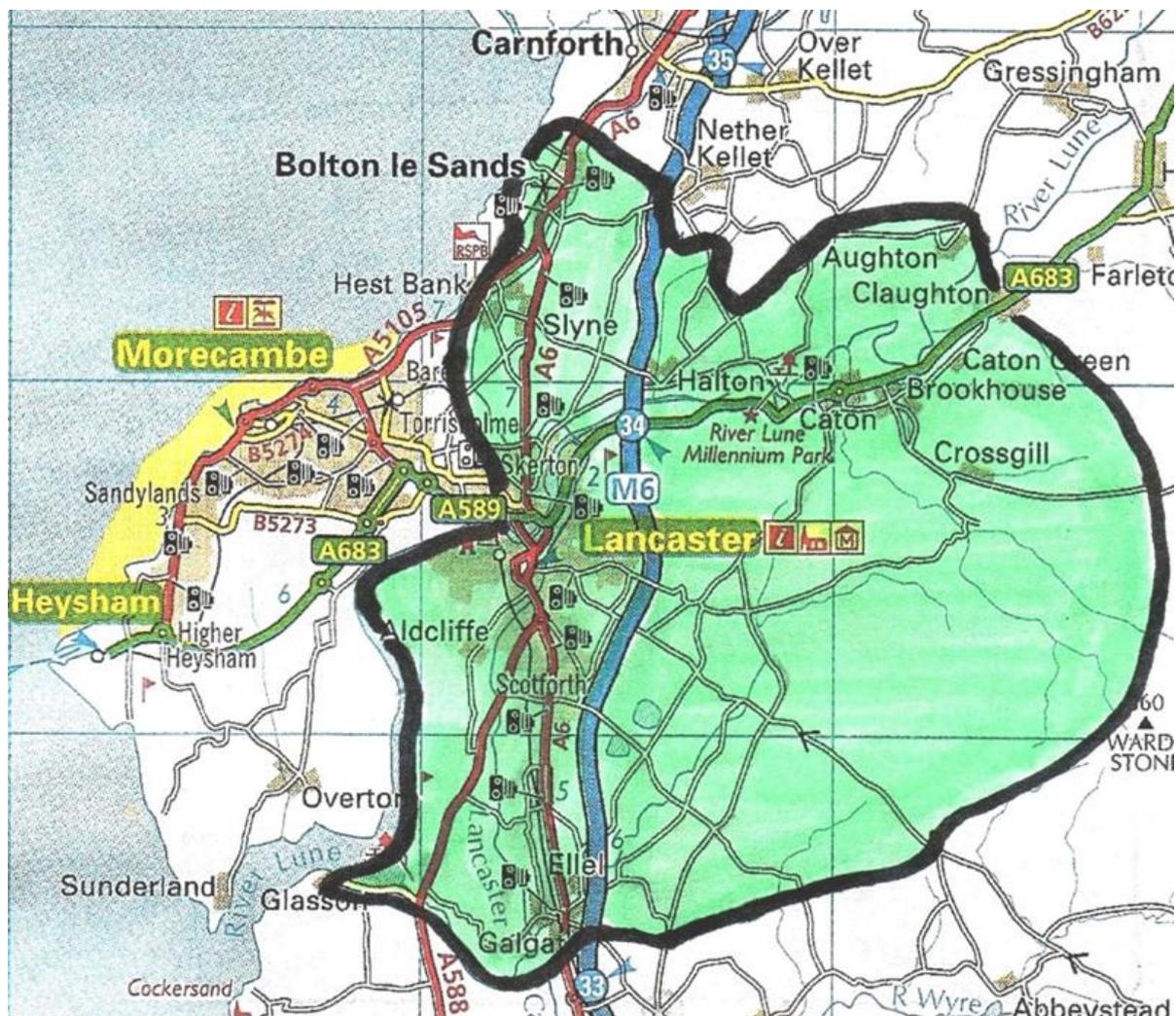
We are a training practice involved in the training of future General Practitioners. These are mostly doctors who have completed their hospital based training and are spending the last year in General Practice working towards their final GP exams (Registrars). We are also involved in training both doctors at earlier stages, and medical students, all of whom are closely supervised.

Trainees have full access to patients' medical records. This is essential for the purpose of training and patient care. The strict rules of confidentiality are adhered to at all times throughout the whole practice.

Videeing of consultations is an important part of training and assessment. If the appointment you are attending is part of a surgery being videoed, you will be advised of this beforehand and of course you will be free to decline. Physical examinations will not be recorded.

# Practice Boundaries

The practice area map shows the practice boundary.



## Exclusions

The practice does not cover:

- |              |               |             |
|--------------|---------------|-------------|
| Ryelands     | Scale Hall    | Westgate    |
| Torrisholme  | Bare          | Morecambe   |
| Heysham      | Carnforth     | The Kelleys |
| Farleton     | Hornby        | Thurnham    |
| Dolphinholme | Hampson Green |             |

## Change of Details

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If you change your address, telephone number or mobile number please inform us as soon as possible.

If you are unsure whether your new address is within our practice area, please ask at Reception.

It is important for us to keep your contact details up to date in case we need to contact you or a family member in an emergency.

## Home Visits

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House calls are only for patients who are terminally ill or housebound/elderly. The Doctor can see at least FOUR patients in surgery in the same time it takes to do ONE house-call.

Please do not misuse this service.

If a home visit is necessary, you must ring before 11:30am. The Receptionist will ask you for some basic information to help the Doctors assess and plan the house-call rounds.

## Registration

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If you would like to register with the practice, please check with Reception at any site that your address is in the practice area. You will be asked to complete a registration form and new patient questionnaire. If you take any regular medication, you will be required to see a doctor before a prescription can be issued.

## Appointments

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Surgery consultations are by appointment, and are in ten minute slots – if you feel you may need more than ten minutes, please mention this to the Receptionist at the time of booking. If you need to discuss more than one problem with the doctor, please ask for a double appointment. A proportion of appointments can be booked up to a month ahead with each doctor. Also, every day we have doctors' appointments available for 'on the day' booking. If your problem is medically urgent, we will always offer you an

appointment that day. We have extended opening hours to accommodate those who find it difficult to get into surgery during normal surgery hours.

For routine appointments please ring: **01524 843333**

## Telephone Appointments

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If you feel your problem can be dealt with over the phone, we provide access to the doctors, nurses and pharmacist in special 5 minute appointments (longer on request) during surgery time. Where possible we try to give you an approximate time at which the clinician will call you back. For this reason, it is important that your contact details are kept up to date. It is now possible to book your appointment on-line using "Patient Access". Please enquire at reception to find out more and register for this service or go on-line to [www.queenssquare.org](http://www.queenssquare.org)