

Patient's details

Please complete in BLOCK CAPITALS and tick as appropriate

<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms	Surname
Date of birth	First names
NHS No.	Previous surname/s
<input type="checkbox"/> Male <input type="checkbox"/> Female	Town and country of birth
Home address	
Postcode	Telephone number

Please help us trace your previous medical records by providing the following information

Your previous address in UK	Name of previous doctor while at that address
	Address of previous doctor

If you are from abroad

Your first UK address where registered with a GP

If previously resident in UK, date of leaving	Date you first came to live in UK
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If you are returning from the Armed Forces

Address before enlisting

Service or Personnel number	Enlistment date
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If you are registering a child under 5

I wish the child above to be registered with the doctor named overleaf for Child Health Surveillance

If you need your doctor to dispense medicines and appliances*

**Not all doctors are authorised to dispense medicines*

I live more than 1 mile in a straight line from the nearest chemist I would have serious difficulty in getting them from a chemist

Signature of Patient
 Signature on behalf of patient
 Date _____/_____/_____

NHS Organ Donor registration

I want to register my details on the NHS Organ Donor Register as someone whose organs/tissue may be used for transplantation after my death. Please tick the boxes that apply.

Any of my organs and tissue or
 Kidneys Heart Liver Corneas Lungs Pancreas Any part of my body

Signature confirming my agreement to organ/tissue donation Date _____/_____/_____

For more information, please ask at reception for an information leaflet or visit the website www.uktransplant.org.uk, or call 0300 123 23 23.

NHS Blood Donor registration

I would like to join the NHS Blood Donor Register as someone who may be contacted and would be prepared to donate blood. Tick here if you have given blood in the last 3 years

Signature confirming consent to inclusion on the NHS Blood Donor Register Date _____/_____/_____

*For more information, please ask for the leaflet on joining the NHS Blood Donor Register
My preferred address for donation is: (only if different from above, e.g. your place of work)*

_____ Postcode: _____

HA use only Patient registered for
 GMS CHS Dispensing Rural Practice

To be completed by the doctor

Doctors Name _____ HA Code _____

I have accepted this patient for general medical services For the provision of contraceptive services
 I have accepted this patient for general medical services on behalf of the doctor named below who is a member of this practice

Doctors Name, if different from above _____ HA Code _____

I am on the HA CHS list and will provide Child Health Surveillance to this patient **or**
 I have accepted this patient on behalf of the doctor named below, who is a member of this practice and is on the HA CHS list and will provide Child Health Surveillance to this patient.

Doctors Name, if different from above _____ HA Code _____

I will dispense medicines/appliances to this patient subject to Health Authority's Approval
 I am claiming rural practice payment for this patient.
 Distance in miles between my patient's home address and my main surgery is _____

I declare to the best of my belief this information is correct and I claim the appropriate payment as set out in the Statement of Fees and Allowances. An audit trail is available at the practice for inspection by the HA's authorised officers and auditors appointed by the Audit Commission.

Practice Stamp

Authorised Signature

Name _____ Date ____/____/____

SUPPLEMENTARY QUESTIONS

PATIENT DECLARATION for all patients who are not ordinarily resident in the UK

Anybody in England can register with a GP practice and receive free medical care from that practice.

However, if you are not 'ordinarily resident' in the UK you may have to pay for NHS treatment outside of the GP practice. Being ordinarily resident broadly means living lawfully in the UK on a properly settled basis for the time being. In most cases, nationals of countries outside the European Economic Area must also have the status of 'indefinite leave to remain' in the UK.

Some services, such as diagnostic tests of suspected infectious diseases and any treatment of those diseases are free of charge to all people, while some groups who are not ordinarily resident here are exempt from all treatment charges.

More information on ordinary residence, exemptions and paying for NHS services can be found in the Visitor and Migrant patient leaflet, available from your GP practice.

You may be asked to provide proof of entitlement in order to receive free NHS treatment outside of the GP practice, otherwise you may be charged for your treatment. Even if you have to pay for a service, you will always be provided with any immediately necessary or urgent treatment, regardless of advance payment.

The information you give on this form will be used to assist in identifying your chargeable status, and may be shared, including with NHS secondary care organisations (e.g. hospitals) and NHS Digital, for the purposes of validation, invoicing and cost recovery. You may be contacted on behalf of the NHS to confirm any details you have provided.

Please tick one of the following boxes:

- a) I understand that I may need to pay for NHS treatment outside of the GP practice
- b) I understand I have a valid exemption from paying for NHS treatment outside of the GP practice. This includes for example, an EHIC, or payment of the Immigration Health Charge ("the Surcharge"), when accompanied by a valid visa. I can provide documents to support this when requested
- c) I do not know my chargeable status

I declare that the information I give on this form is correct and complete. I understand that if it is not correct, appropriate action may be taken against me.

A parent/guardian should complete the form on behalf of a child under 16.

Signed:		Date:	DD MM YY
Print name:		Relationship to patient:	
On behalf of:			

Complete this section if you live in another EEA country, or have moved to the UK to study or retire, or if you live in the UK but work in another EEA member state. Do not complete this section if you have an EHIC issued by the UK.

NON-UK EUROPEAN HEALTH INSURANCE CARD (EHIC), PROVISIONAL REPLACEMENT CERTIFICATE (PRC) DETAILS and S1 FORMS

Do you have a <u>non-UK</u> EHIC or PRC?	YES: <input type="checkbox"/> NO: <input type="checkbox"/>	If yes, please enter details from your EHIC or PRC below:	
<p><i>If you are visiting from another EEA country and do not hold a current EHIC (or Provisional Replacement Certificate (PRC))/S1, you may be billed for the cost of any treatment received outside of the GP practice, including at a hospital.</i></p>	Country Code:		
	3: Name		
	4: Given Names		
	5: Date of Birth	DD MM YYYY	
	6: Personal Identification Number		
	7: Identification number of the institution		
	8: Identification number of the card		
	9: Expiry Date	DD MM YYYY	
	PRC validity period (a) From:	DD MM YYYY	(b) To:

Please tick if you have an S1 (e.g. you are retiring to the UK or you have been posted here by your employer for work or you live in the UK but work in another EEA member state). **Please give your S1 form to the practice staff.**

How will your EHIC/PRC/S1 data be used? By using your EHIC or PRC for NHS treatment costs your EHIC or PRC data and GP appointment data will be shared with NHS secondary care (hospitals) and NHS Digital solely for the purposes of cost recovery. Your clinical data will not be shared in the cost recovery process.

Your EHIC, PRC or S1 information will be shared with The Department for Work and Pensions for the purpose of recovering your NHS costs from your home country.

Silverdale and Ryecroft Practice

PARTNERS: Dr P R D Scott, Dr A J Pritchard, Dr K Knowles & Dr V Tan
New Patient Registration Form

ADDITIONAL DETAILS	
Accept SMS reminders (to avoid missed appointments) YES <input type="checkbox"/> NO <input type="checkbox"/>	
EMAIL ADDRESS:	MOBILE NUMBER:
Occupation:	
Next of Kin (Name, address and telephone number):	

CARER INFORMATION	
Are you a carer to anybody in your family:	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes please give name and address of person you are caring for:	
Have you been registered with Silverdale and Ryecroft Practice before? Yes <input type="checkbox"/> No <input type="checkbox"/>	

NOMINATED PHARMACY – WHERE WOULD YOU LIKE US TO SEND YOUR MEDICATION TO?

NAME OF PHARMACY:
LOCATION OF PHARMACY:
MEDICATION: Please attach computerised prescription from previous GP

The Department of Health has asked us to record the ethnic origin of all new patients and 1st language spoken. If you do not wish to provide this, please tick the 'information refused' box at the end of the list. Ethnic Origin (please tick the description which you feel is most appropriate)

White British	Other Asian background
White Irish	Black or black British Caribbean
Other white background	Black or black British African
Mixed white & black Caribbean	Other black background
Mixed white & black African	Other ethnic background
Mixed white & Asian	Other mixed background
Asian or Asian British Indian	Information refused
Asian or Asian British Bangladeshi	1 st language spoken:

F.A.S.T.

For the following questions please circle the answer which best applies to you -1 drink = 1/2 pint of beer or 1 glass of wine or 1 single spirits

1. MEN: How often do you have EIGHT or more drinks on one occasion?

WOMEN: How often do you have SIX or more drinks on one occasion?

0 1 2 3 4
Never Less than Monthly Weekly Daily or
Monthly almost daily

2. How often during the last year have you been unable to remember what happened the night before because you had been drinking?

0 1 2 3 4
Never Less than Monthly Weekly Daily or
Monthly almost daily

3. How often during the last year have you failed to do what was normally expected of you because of drinking?

0 1 2 3 4
Never Less than Monthly Weekly Daily or
Monthly almost daily

4. In the last year has a relative or friend, or a doctor or other health worker been concerned about your drinking or suggested you cut down?

0 2 4
No Yes, on Yes, on
one occasion more than one occasion

SHARED MEDICAL RECORDS



OPT-IN/OUT FORM

MUST BE COMPLETED IN ALL CASES

I AGREE TO A SHARED MEDICAL RECORD

I DO NOT AGREE TO A SHARED MEDICAL RECORD

Health services in North Staffordshire and Stoke-on-Trent are introducing a new system of sharing medical records.

If you attend the Accident and Emergency Department, Acute Medical Unit, Surgical Assessment Unit or the Frail Elderly Assessment Unit at University Hospital of North Staffordshire, the Consultants/Doctors there will be able to view some of your GP medical record - but only with your permission.

A. Please complete in BLOCK CAPITALS

Title Surname / Family name

Forename(s).....

Address.....

.....

Postcode..... Telephone No.....Date of birth.....

NHS number (if known).....Signature.....

B. If you are filling out this form on behalf of another person or child, please ensure you fill out their details in section A and your details in section B

Your name.....Your signature.....

Relationship to patient.....Date.....

Office use only:

Opt-out code added to patient's medical record:

Actioned by practice: yes/no

Date.....

This service is offered jointly by Stoke-on-Trent Clinical Commissioning Group, North Staffordshire Clinical Commissioning Group and University Hospital of North Staffordshire



Your emergency care summary

CONFIDENTIAL

OPT IN/OUT FORM - MUST BE COMPLETED IN ALL CASES

I AGREE TO A SUMMARY CARE RECORD

I DO NOT AGREE TO A SUMMARY CARE RECORD

A. Please complete in BLOCK CAPITALS

Title Surname / Family name
Forename(s)
Address
Postcode Phone No Date of birth
NHS Number (if known) Signature

B. If you are filling out this form on behalf of another person or a child, their GP practice will consider this request. Please ensure you fill out their details in section A and your details in section B

Your name Your signature.....
Relationship to patient Date

What does it mean if I **DO NOT have a Summary Care Record?**

Your records will stay as they are now with information being shared by letter, email, fax or phone.

NHS healthcare staff caring for you may not be aware of your current medications, allergies you suffer from and any bad reactions to medicines you have had, in order to treat you safely in an emergency.

If you have any questions, or if you want to discuss your choices, please contact your GP practice.

FOR NHS USE ONLY

Actioned by practice: yes / no

Date.....

Information Sharing for your Personal Medical Treatment Shared Medical Records Opt Out Form (Local A&E)

If you attend the A&E Department, Acute Medical Unit, Surgical Assessment Unit or the Frail Elderly Assessment Unit at University Hospital of North Staffordshire, the Consultants/Doctors there will be able to view some of the your GP medical records, but only with your permission. The Consultant/Doctor will only be able to access information such as;

- Prescription Medication/Current Medication
- Any listed allergies
- Ongoing/Significant problems such as Diabetes
- If the patient has had a bad reaction to any medication

Summary Care Opt Out Form

This form requests that patient's records are excluded from the NHS Care Record held on the national database. A Summary Care record is an electronic record that is stored at a central location, used to improve the safety and quality of patient care. As the name suggests, the record will not contain detailed information about full medical history but will only contain important information such as;

- Prescription medication
- Any listed allergies
- If the patient has had a bad reaction to any medication

Therefore if a patient attends any hospital in England, the hospital will have easier, more efficient access to their summary records as above.

Information Sharing to Improve Everyone's Health and Care

Care Data Opt Out Form – Type 1 & Type 2

You can stop information that could identify you from your GP medical records being used for any purpose other than your individual care by requesting that it isn't shared outside your GP practice. This is called a type 1 opt-out.

NHS Digital collects information from across the health service and are the safe haven for health and care data. This means they are the legal guardians of everyone's health and care information. You can request that the information they collect and store from across the health service is not shared with other organisations for any other reason than your individual health and care. This is called a type 2 opt-out, and applies to nearly all uses of confidential patient information, with a few exceptions.

Risk Stratification

The information from your record along with your postcode and NHS number will be sent to a secure system where it can be linked with information from hospitals if you have been in hospital recently. Your personal results can **only** be seen by those caring for you in your own GP Practice. Anonymised information which does not identify you can also be used to help those planning NHS Services in Staffordshire - but they will not be able to link this information to you as an individual in any way.

With any of the forms above, patients are able to opt back in at any point in time if they change their mind via the GP surgery.

The CARE Data Programme

Introduction

Information about you and the care you receive is shared, in a secure system, by healthcare staff to support your treatment and care.

It is important that the NHS can use this information to plan and improve services for all patients. The NHS would like to link information from all the different places where you receive care, such as your GP, hospital and community service, to help provide a full picture. This will allow them to compare the care you received in one area against the care you received in another, so they can see what has worked best.

Information such as your postcode, Date of Birth and NHS number, but not your name, will be used to link your records in a secure system held by the Health and Social Care Information Centre (HSCIC), so your identity is protected.

Information which does not reveal your identity can then be used by others, such as researchers and those planning health services, to make sure the NHS provides the best care possible for everyone.

How your information is used and shared is controlled by law and strict rules are in place to protect your privacy.

We need to make sure that you know this is happening and the choices you have.

Benefits of sharing information

Sharing information can help improve understanding, locally and nationally, of the most important health needs and the quality of the treatment and care provided by local health services. It may also help researchers by supporting studies that identify patterns in diseases, responses to different treatments and potential solutions.

Information will also help to:

- find more effective ways of preventing, treating and managing illnesses;
- guide local decisions about changes that are needed to respond to the needs of local patients;
- support public health by anticipating risks of particular diseases and conditions, and help us to take action to prevent problems;
- improve the public's understanding of the outcomes of care, giving them confidence in health and care services; and
- guide decisions about how to manage NHS resources fairly so that they can best support the treatment and management of illness for the benefit of patients.

What will be done with the Information?

Only the minimum amount of information needed will go to help the NHS improve patient care and the services provided.

The NHS has developed a thorough process that must be followed before any information can be shared. Sometimes information will be released to approved researchers, if this is allowed under the strict rules in place to protect your privacy. The NHS is very careful with the information and follows strict rules about how it is stored and used.

The NHS will make sure that the way we use information is in line with the law, national guidance and best practice. Reports that we publish will never identify a particular person.

Do I have a choice?

Yes. You have the right to prevent confidential information about you from being shared or used for any purpose other than providing your care, except in special circumstances. If you do not want information that identifies you to be shared outside your GP practice, complete the Opt-Out form over leaf and hand in to the Practice. This will prevent your confidential information being used other than where necessary by law, (for example, if there is a public health emergency).

You will also be able to restrict the use of information held by other places you receive care, such as hospitals and community services. Your choice will not affect the care you receive

Where can I get more information?

Leaflets in other languages and formats are available from the NHS website. For more information, including a list of frequently asked questions (FAQs), please go to the website at www.nhs.uk/caredata. You can also get further information from the website at www.hscic.gov.uk.

Do I need to do anything?

If you are happy for your information to be shared you do not need to do anything. There is no form to fill in and nothing to sign and you can change your mind at any time.

National Data OPT-OUT FORM

I request my GP take all reasonable actions to limit the secondary use of my confidential personal information as follows.

Type 1. To stop your Patient Identifiable data leaving The Silverdale & Ryecroft Practice. 9Nu0

I dissent from secondary use of GP patient identifiable data.

Type 2. To stop NHS Digital using your information for care planning and research purposes.

Patients can find out more and set their opt-out choice at nhs.uk/your-nhs-data-matters or by calling 0300 303 5678. Please note you are able to change your opt out choice at any time.

A. Please complete in BLOCK CAPITALS

Title..... Surname / Family name

Forename(s)

Address

Postcode Phone No Date of birth/...../.....

NHS number (if known)..... Signature

B. If you are filling out this form on behalf of another person or child, their GP practice will consider this request. Please ensure you fill out their details in section A and your details in section B

Your name Your signature

Relationship to patient Date

For Practice use: Actioned by GP Yes/No Initials..... Date.....



Your emergency care summary

Letter for new patients: important information about your Summary Care Record

Dear patient,

The NHS in England has introduced the Summary Care Record, an electronic health record that can be accessed when you need urgent treatment from somebody other than your own GP.

Summary Care Records contain key information about the medicines you are taking, allergies you suffer from and any bad reactions to medicines you have had in the past. You will be able to add other information too if you and your GP agree that it is a good idea to do so.

If you have an accident or fall ill, the people caring for you in places like accident and emergency departments and GP out of hours services will be better equipped to treat you if they have this information. Your Summary Care Record will be available to authorised healthcare staff whenever and wherever you need treatment in England, and they will ask your permission before they look at it.

You need to make a decision

Your GP practice is supporting Summary Care Records and as a patient you have a choice:

- **Yes, I would like a Summary Care Record.**
- **No, I do not want a Summary Care Record**

You are free to change your decision at any time by informing your GP practice.

Children under 16 will automatically have a Summary Care Record created for them unless their parent or guardian chooses to opt them out. If you are the parent or guardian of a child under 16 and feel that they are old enough to understand, please tell them about Summary Care Records and explain the options available to them.

For more information talk to your GP practice, call the Health and Social Care Information Centre on 0300 303 5678 or visit <http://systems.hscic.gov.uk/scr/patients>

Yours sincerely

Sarah Blenkinsop
Head of Primary Care
North Staffordshire CCG

Emma Sutton
Clinical Lead
North Staffordshire CCG

Data Sharing & Risk Stratification in North Staffordshire

North Staffordshire CCG is introducing a system called Risk Stratification within Local GP practices. This system uses confidential information from your medical record to identify patients who may need more care and support. They particularly want to be able to identify people at high risk of emergency hospital admission so more care can be offered to help improve their health and try to avoid a hospital admission. Identifying each person's risk of future admission is called Risk Stratification.

The information from your record along with your postcode and NHS number will be sent to a secure system where it can be linked with information from hospitals if you have been in hospital recently. Your personal results can **only** be seen by those caring for you in your own GP Practice. Anonymised information which does not identify you can also be used to help those planning NHS Services in Staffordshire - but they will not be able to link this information to you as an individual in any way.

Please note that this local use of information for Risk Stratification is NOT the same as the Summary Care Record which is a national shared record, neither is it the same as the local sharing of records in the Local Health Record Network, or the Care data program which can be used by researchers and those planning health services.

YOU HAVE A CHOICE

If you are happy for your information to be used in this way you do not have to anything. If you DO NOT want your records to be used for Risk Stratification locally please complete the form below.

Data Sharing & Risk Stratification in North Staffordshire

I request my GP take all reasonable actions to limit the secondary use of my confidential personal information as follows.

1. To stop your Patient Identifiable data leaving The Silverdale & Ryecroft Practice.
9q7 - Declined consent for use of patient data in risk stratification for unplanned admissions

A. Please complete in BLOCK CAPITALS

Title..... Surname / Family name.....

Forename(s)

Address
.....

Postcode Phone No Date of birth/...../.....

NHS number (if known)..... Signature.....

Visiting the UK? You may be chargeable for NHS treatment.



You may have been given this leaflet if you are not 'ordinarily resident' in the UK.

Whilst you can register with this GP practice as an NHS patient and see the GP without charge, you should be aware that not every person is entitled to all their NHS care free of charge in England.

Generally, NHS care is free for those:

- ordinarily resident in the UK;
- insured by an EEA member state, eg with a valid EHIC or S1 form;
- covered under the Immigration Health Charge ("Surcharge");
- exempt in law - eg refugees or victims of modern slavery (see over).

Some services are always free to all people, eg the diagnosis and treatment of most infectious diseases (see over)

Last updated June 2017

Ordinarily resident

Ordinarily resident means, broadly speaking, living in the UK on a lawful and properly settled basis for the time being. You will be asked to prove this.

If you are a citizen of the European Economic Area (EEA) or Switzerland, you can become ordinarily resident when you move to England, as long as you meet the criteria above.

If you are a non-EEA national subject to immigration control, you can only be considered ordinarily resident if you have also been given the immigration status of 'indefinite leave to remain' (the right to live here on a permanent basis).

However, if you are a family member of an EEA national who is resident in the UK, you may not be subject to immigration control, even though you yourself are from outside the EEA.

For more information about applying to join family living permanently in the UK, visit www.gov.uk

If you are not ordinarily resident in the UK then you are classed as an overseas visitor and will have to pay for most treatment outside the GP practice, unless exempt.

What we may do with the information about your chargeable status

You may provide information about your chargeable status at various points within the NHS, including registering with this GP practice. This information will be stored on an NHS database, and shared with trained administrators, so that your chargeable status can be confirmed as soon as possible.

We may need to check your immigration status with the Home Office. We may need to share EHIC, Provisional Replacement Certificates and S1 form details with the Department for Work and Pensions and your home country (EEA only). We may also need to share some information more widely to prevent crime, including fraud.

Further sources of information or advice

Online resources:

www.nhs.uk

- [? 'Visiting or moving to England'](#),
- [? 'Your health and care records'](#)
- [? 'Help with health costs'](#)
- [? 'Paying NHS charges'](#)

www.gov.uk

- [? 'Guidance on overseas visitors'](#)

Advice centres:

- [? Patient Advice and Liaison Services \(PALS\)](#) at your local hospital
- [? Your local Citizens Advice Bureau](#)

Which overseas visitors are exempt?

- Refugees, asylum seekers and some categories of failed asylum seekers
- Victims of modern slavery
- Children looked after by the local authority
- People covered under reciprocal healthcare agreements with the UK
- Armed forces members and some crown servants

For a full list, see '[visiting or moving to England](#)' on www.nhs.uk



From EEA and visiting, studying or retiring to the UK?

Please provide details on the GP registration form of your valid, non-UK European Health Insurance Card (for visitors and students) or provide your 'S1' form (for pensioners, some workers). This will ensure that your home country funds the healthcare that may be necessary during your stay, so that you will not be asked to pay. If you are a visitor/student needing planned care, you will need an 'S2' form from your home country.

From outside EEA and here to reside in or visit the UK?

If you have been granted leave to enter or remain in the UK for a temporary period of more than six months, and have paid (or been exempted from paying) the Immigration Health Charge (also known as the "Surcharge"), or you believe that another exemption from charge category applies to you, please indicate this on the GP registration form. Please take documents with you to any hospital appointment to confirm your identity and any exemption you may have.

www.nhs.uk – [‘categories of exemption’](#)

The rules can be complicated and this is only a brief summary, so please visit www.nhs.uk for further information or ask for help and advice from your local hospital overseas visitor team before seeking treatment at a hospital, if possible.

Charges for some NHS services

Bear in mind that even if you are ordinarily resident here or are generally exempt from charge for your NHS care, some NHS services are not free, eg prescriptions and dentistry. You may also be exempt from these charges, under separate criteria www.nhs.uk - [‘Help with health costs’](#)

What NHS services can I receive for free?

Even if you are generally chargeable, you can still receive the following services free:

- seeing your GP or practice nurse for any reason
- being tested for most suspected infectious diseases and treated for them if the test is positive
- family planning services (contraception)
- treatment for sexually transmitted infections
- Treatment given at an Accident and Emergency unit (but not once admitted to hospital)
- Treatment of a condition caused by FGM, torture, sexual or domestic violence (unless you have come to the UK to seek this care)

Paying for treatment

For other services, unless exempt, you will be expected to pay in advance for treatment, unless this would delay treatment needed urgently or immediately, in which case you will be expected to pay afterwards.

What if I need to go to hospital?

If your GP refers you to hospital for further treatment, then you should expect to provide documents that demonstrate you are ordinarily resident, or exempt from charge, otherwise you will have to pay.

In an emergency, you should call an ambulance or go directly to your nearest A&E department where you will receive immediate treatment to stabilize your condition. This will be free of charge. However, unless exempt, charges will apply if you are admitted to hospital.

Pregnancy

Unless exempt, you will have to pay for any treatment related to your pregnancy but treatment will not be withheld or delayed because of payment. Ensure you speak to your midwife about your care.

Non-payment

If you need immigration permission to be in the UK and fail to pay an outstanding amount due to the NHS, then your non-medical details, and details of the debt, may be shared with the Home Office, who may decline any further visa applications until the due amount is paid.