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Overview

When a client is registered in Rio, it is mandatory to record a GP/GP Practice and the Date Registered with the Practice to complete the registration. If the GP is not known at the time of registration, then an Unknown GP may be entered.

Recording a GP

If the Client is registered with a GP the detail should infill once synchronised with the NHS national database known as the Spine.

If the GP is known before hand this can be recorded as follows:

- Click **Menu**
- Click **Quick menu**
- Click **Demographic Details**
- **Search** for Client

GP

GP Name
Not Known GP Change

Practice Name
Unknown or no GP Practice.

Practice Address
GP PRACTICE NAME NOT KNOWN,

Date Registered With GP Practice
24 April 2013

The **Demographic Details** screen will display.

- Click **Edit this client** (bottom of the Screen)

Scroll down to **GP**

- Click **Change** (to the right-hand side)
- Type in **GP Details** in the **Enter GP Name, practice name/address/postcode field**
- Select correct **GP Details** from dropdown
- Enter **Date Registered with GP Practice**
- Click **Save**

GP

GP Name
DUDLEY PM Change

Practice Name
COTMORE SURGERY

Practice Address
169 OLD OSCOTT LANE, GREAT BARR, BIRMINGHAM,
B44 8TU

Practice Phone Number
0121 3605409

CCG of GP Practice
NHS BIRMINGHAM AND SOLIHULL ICB - 15E

Date Registered With GP Practice
24 May 2013