

Register with a GP surgery: Trinity Court (Demo), Leeds

Use this service to register with a GP surgery for the first time or to change your current GP surgery.

If you think you need medical help right now visit [NHS 111 online](#) ([opens in a new tab](#)).

If you are already registered with a GP surgery you can access some health and prescription services using [NHS online services](#) ([opens in a new tab](#)).

How long it takes

It takes around 15 minutes to complete a registration. You need to complete the process in one session. If you are registering more than one person make sure to give yourself enough time.

Your chosen GP surgery should register you within 5 days of receiving your details.

If you are registering more than one person

For multiple or family registrations you need to complete a registration for each person before submitting them all at once.

If you are registering children under the age of 16 years it is important that you register yourself first.

Before you start

You do not need your NHS number, but it could make registration easier.

We may ask you for:

- details of previous GP surgery
- basic health and medical information

The information you provide will be used to identify the correct medical records. It will also help the GP surgery to offer relevant and appropriate healthcare services.

[Start now](#)

Other ways to register

- Fill in the [Register with a GP surgery paper form](#) (PDF, 199 KB, 8 pages) and take it to the surgery you want to join.
- Contact the surgery you want to join directly.

You can view [guidance about how to register with a GP](#) ([opens in a new tab](#)).

By using this service you are agreeing to our [terms of use](#) ([opens in a new tab](#)) and [privacy policy](#) ([opens in a new tab](#)).

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Auto-registration with TPP SystmOne

- Register with a GP Surgery service-

Scan/Click
to enable
Auto-
registration
via Profile
Manager



TPP
SystmOne
Demo
Video

Dr Shanker Vijay - GP Lead, SystmOne, NWL ICB
GP Lead, Digital Transformation, NHS England (London)



Overview

<https://organisation.nhswebsite.nhs.uk/>



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registration
via Profile
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- 1 What is Auto-registration?
- 2 Demo of how SystmOne Auto-registration works
- 3 Which registrations qualify for Auto-registration?
- 4 Feedback from Pilot Practices
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- 6 Enable Auto-registration via Profile Manager
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- A Further Questions and Answers
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<https://nhsuk.short.gy/tpps1/autoregistration>

TPP SystmOne
Demo Video

1 What is Auto-registration?

<https://organisation.nhswebsite.nhs.uk/>



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Manager

- New feature that **integrates** the 'Register with a GP surgery service' with clinical supplier systems.
- This means auto-registered patients have records automatically created in clinical systems (i.e. SystmOne & EMIS) without practice staff having to create them.
- It **will not** automate all new patient registrations right away.
- Only a specific cohort of registrations that meet the criteria will be automated.

Benefits:

- **Reduce the admin** to register new patients, freeing up practice staff time for other tasks (including reducing need to manually code information from registration forms).
- **Improve quality of patient data in PDS**

The functionality has now rolled out to all TPP SystmOne practices in England as an '**opt in**' process, with **over a third** of SystmOne practices already live (as per Sept 2025)



TPP SystmOne
Demo Video

What is your height? - Register

register.int.gp-registration.nhs.uk/883620/gpregistration/height/height

NEW SERVICE

Your [feedback \(opens in a new tab\)](#) will help us to improve it.

[< Go back](#)

Step 3 of 3 - Health questions

What is your height?

This question is optional

Feet

Inches

5

8

[Switch to centimetres](#)

[▶ Why are you asking this?](#)

Continue



Scan/Click to enable Auto-registration via Profile Manager



TPP SystmOne Demo Video

Incoming Task with Auto-registration

SystmOne GP: VIJAYADEVA, Shanker (Dr) (Clinical Practitioner Access Role) at Guru Nanak Medical Centre - Task List

Patient Appointments Reporting Audit Setup Links Clinical Tools Workflow User System Help

Home

Search

Appts

Appts

Free Slot

Task

Sch Task

Discard

Details

Teleph...

Save

Next

Acute

Repeat

Repeat

Note

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More

More

Create Breakdown Settings Refresh

All Tasks Summary VIJAYADEVA, Shanker (Dr)

- All Tasks
- All Open Tasks (736)

Unassigned Tasks (14)

Assigned to Groups

Assigned to Teams (344)

Back Office (100)

Admin (16)

Automatic Registration (1)

Data entered at previous GMS organisation

EDI Validation Error (2)

Electronic Referral Rejected (1)

GP Connect Update Record Message Re

GP2GP Transfer In (1)

GP2GP Transfer Out (3)

Merge Patient Records (1)

Miscellaneous (18)

Miscellaneous Task (1)

New Patient Record Check (3)

New organisation group membership app

New patient address (3)

Online Services - Linked Application Suc

Record Transferred Out (2)

Referral Discharged (15)

Take Action (1)

Nurses (3)

Out Of Hospitals Services (3)

Receptionists BMC (13)

Repeat Prescribing (34)

Show empty staff, groups and teams

Updated	By	For	Patient	Task	Status
13 May 2025	Back Office		[REDACTED] (Mrs)	Automatic Registration	Not Started

1 Task

Tue 13 May 17:16 - Sent automatically by SystmOne
This patient has been automatically registered as a result of the GP registration service.

Action this task to view the registration document and add any additional coded information to the record.



Scan/Click to enable Auto-registration via Profile Manager



TPP SystmOne Demo Video

Right-click over Task to see options to Action/View Registration Document

SystemOne GP: VIJAYADEVA, Shanker (Dr) (Clinical Practitioner Access Role) at Guru Nanak Medical Centre - Task List

Patient

Appointments

Reporting

Audit

Setup

Links

Clinical Tools

Workflow

User

System

Help

Home

Search

Appts

Appts

Free Slot

Task

Sch Task

Discard

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Create Breakdown

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Refresh

All Tasks

Summary

VIJAYADEVA, Shanker (Dr)

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Repeat Prescribing (34)

Updated

By

For

Patient

Task

Status

13 May 2025

Back Office

(100)

Automatic Registration

Not Started

1 Task

Tue 13 May 17:16 - Sent automatically by SystemOne

This patient has been automatically registered as a result of

Action this task to view the registration document and add an

View Registration Document

Action

Update

Retrieve Patient

Change Status

Assign

Set Flag

Print Task

Create Rule...

Table

Search features

13 473 1 4 478

348 191

0 0 0 0

0 0 0 0

14 0

5 69 14

0 1 0

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TPP SystemOne Demo Video

SystemOne GP: VIJAYADEVA, Shanker (Dr) (Clinical Practitioner Access Role) at Guru Nanak Medical Centre - Patient Record



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Manager**



TPP SystemOne Demo Video

SystemOne GP: VIJAYADEVA, Shanker (Dr) (Clinical Practitioner Access Role) at Guru Nanak Medical Centre - Task List

☐ Show empty staff, groups and teams

Add a New Tasks Rule via Organisational Preferences to manage incoming 'Automatic Registration' tasks

SystemOne GP: VIJAYADEVA, Shanker (Dr) (Clinical Practitioner Access Role) at Guru Nanak Medical Centre - Task List

Patient

Appointments

Reporting

Audit

Setup

Links

Clinical Tools

Workflow

User

System

Help

Home

Search

Appts

Appts

Free Slot

Task List

Tasks

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Note

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More

More

Create Breakdown

Settings

Refresh

All Tasks

Summary

VIJAYADEVA, Shanker (Dr)

All Tasks

All Open Tasks (750)

Unassigned Tasks (14)

Assigned to Groups

Assigned to Teams (358)

Back Office (104)

Admin (16)

Automatic Registration (1)

Data entered at previous GMS organisation

EDI Validation Error (2)

Electronic Referral Rejected (1)

GP Connect Update Record Message Received

GP2GP Transfer In (1)

GP2GP Transfer Out (3)

Merge Patient Records (1)

Miscellaneous (18)

Miscellaneous Task (1)

New Patient Record Check (3)

New organisation group membership application

New patient address (4)

Online Services - Linked Application Successful

Record Transferred Out (2)

Referral Discharged (15)

Take Action (1)

Nurses (3)

Out Of Hospitals Services (3)

Receptionists BMC (13)

Repeat Prescribing (34)

Show empty staff, groups and teams

task

Search

Clear

Organisation Preferences

New Rule

Amend Rule

Delete Rule

For each task not from 'Guru Nanak Medical Centre' Assign the task to team 'Back Office'

For each task sent by 'North West London Medical Examiners' Assign the task to team 'Medical Examiners' and stop processing rules

For each task with a type of 'Incoming Non-Coded CDA Message' Assign the task to team 'eConsult' and stop processing rules

For each task with a type of 'Automatic Registration' Assign the task to team 'Back Office' and stop processing rules

For each task with a type of 'GP Connect Update Record Message Received' Assign the task to team 'Back Office' and stop processing rules

For each task with a type of 'Consultation Summary Document Received' Assign the task to team 'Scanner' and stop processing rules

For each task with a type of 'SystemOne Letter' Assign the task to team 'Scanner' and stop processing rules

For each task with a type of 'Scanned Image' Assign the task to team 'Scanner' and stop processing rules

For each task with a type of 'SystemOne Hospital Letter' Assign the task to team 'Scanner' and stop processing rules

For each task with a type of 'Non-SystemOne OOH contact' Assign the task to team 'Scanner' and stop processing rules

For each task with a type of 'Hospital Correspondence' Assign the task to team 'Scanner' and stop processing rules

For each task with a type of 'SystemOne OOH Contact' Assign the task to team 'Scanner' and stop processing rules

For each task with a type of 'Pharmacy Emergency Medication Summary Document Received' Assign the task to team 'Scanner' and stop processing rules

For each task with a type of 'Incoming Primary NHS 111 CDA Message' Assign the task to team 'Scanner' and stop processing rules

For each task with a type of 'Incoming Copy NHS 111 CDA Message' Assign the task to team 'Scanner' and stop processing rules

62 Rules

Restore Defaults

OK

Cancel

Airmid Conversations

Appointment Cancellation

Online Consultations

Patient Communication

Registration

Health Visitor/School Nurse Nomination

Tasks

Scanning

Document Processing

Spine

Tasks

General

Receiving Tasks

Rules


Sending Tasks

Task Categories


Task Statuses

Task Flags

Urgent Care Reports/Discharges



Scan/Click to enable Auto-registration via Profile Manager



TPP SystemOne Demo Video

Assign tasks of 'Automatic Registration' type to a particular Team (or User group if not yet switched to Teams)

SystmOne GP: VIJAYADEVA, Shanker (Dr) (Clinical Practitioner Access Role) at Guru Nanak Medical Centre - Task List

Organisation Preferences

task Search Clear New Rule Amend Rule Delete Rule

For each task not from 'Guru Nanak Medical Centre' Assign the task to team 'Back Office'
For each task sent by 'North West London Medical' Assign the task to team 'Medical Examiners'

Task Rule

☐ New tasks from a user or organisation
☐ New tasks to a user
☐ New tasks to a group
☐ New tasks to a team
☒ New tasks of a particular type Automatic Registration
☐ New tasks from external users

☐ Assign to a user group
☒ Assign to a team Back Office Members
☐ Assign to a staff member
☐ Assign to the sender (only applies to tasks from this organisation)
☐ Assign to the patient's usual GP (only applies to patient-related tasks)
☐ Change the flag of the task
☐ Start eWorkflow

☒ Do not process any further rules

Ok Cancel

Restore Defaults Ok Cancel

62 Rules

For each task with a type of 'Incoming Copy NHS 111 CDA Message' Assign the task to team 'Scanner' and stop processing rules

13 476 1 4 481 350 193 0 0 0 0 0 0 0 15 0 5 69 14 0 1 0



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via Profile
Manager



TPP SystmOne
Demo Video

Consider moving new Task rule into most optimal place in Task rules order

GP: VIJAYADEVA, Shanker (Dr)

Task List

Home

Search

Appts

Appts

Free Slot

Task

Sch Task

Discard

Details

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Save

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Note

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More

More

Create Breakdown

Settings

Refresh

All Tasks

Summary

VIJAYADEVA, Shanker (Dr)

All Tasks

All Open Tasks (750)

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Take Action (1)

Nurses (3)

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Repeat Prescribing (34)

Show empty staff, groups and teams

task

Search

Clear

New Rule

Amend Rule

Delete Rule

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Assign the task to team 'Back Office'

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Assign the task to team 'Medical Examiners'

and stop processing rules

For each task with a type of 'Incoming Non-Coded CDA

Assign the task to team 'eConsult'

Message'

and stop processing rules

For each task with a type of 'Automatic Registration'

Assign the task to team 'Back Office'

and stop processing rules

For each task with a type of 'GP Connect Update

Assign the task to team 'Back Office'

Record Message Received'

and stop processing rules

For each task with a type of 'Consultation Summary

Assign the task to team 'Scanner'

Document Received'

and stop processing rules

For each task with a type of 'SystemOne Letter'

Assign the task to team 'Scanner'

and stop processing rules

For each task with a type of 'Scanned Image'

Assign the task to team 'Scanner'

and stop processing rules

For each task with a type of 'SystemOne Hospital Letter'

Assign the task to team 'Scanner'

and stop processing rules

For each task with a type of 'Non-SystemOne OOH

Assign the task to team 'Scanner'

contact'

and stop processing rules

For each task with a type of 'Hospital Correspondence'

Assign the task to team 'Scanner'

and stop processing rules

For each task with a type of 'SystemOne OOH Contact'

Assign the task to team 'Scanner'

and stop processing rules

For each task with a type of 'Pharmacy Emergency

Assign the task to team 'Scanner'

Medication Summary Document Received'

and stop processing rules

For each task with a type of 'Incoming Primary NHS

Assign the task to team 'Scanner'

111 CDA Message'

and stop processing rules

For each task with a type of 'Incoming Copy NHS 111

Assign the task to team 'Scanner'

CDA Message'

and stop processing rules

62 Rules

Restore Defaults

OK

Cancel

Organisation Preferences

task

Search

Clear

New Rule

Amend Rule

Delete Rule

For each task not from 'Guru Nanak Medical Centre'

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and stop processing rules

For each task with a type of 'Incoming Non-Coded CDA

Assign the task to team 'eConsult'

Message'

and stop processing rules

For each task with a type of 'Automatic Registration'

Assign the task to team 'Back Office'

and stop processing rules

For each task with a type of 'GP Connect Update

Assign the task to team 'Back Office'

Record Message Received'

and stop processing rules

For each task with a type of 'Consultation Summary

Assign the task to team 'Scanner'

Document Received'

and stop processing rules

For each task with a type of 'SystemOne Letter'

Assign the task to team 'Scanner'

and stop processing rules

For each task with a type of 'Scanned Image'

Assign the task to team 'Scanner'

and stop processing rules

For each task with a type of 'SystemOne Hospital Letter'

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and stop processing rules

For each task with a type of 'Non-SystemOne OOH

Assign the task to team 'Scanner'

contact'

and stop processing rules

For each task with a type of 'Hospital Correspondence'

Assign the task to team 'Scanner'

and stop processing rules

For each task with a type of 'SystemOne OOH Contact'

Assign the task to team 'Scanner'

and stop processing rules

For each task with a type of 'Pharmacy Emergency

Assign the task to team 'Scanner'

Medication Summary Document Received'

and stop processing rules

For each task with a type of 'Incoming Primary NHS

Assign the task to team 'Scanner'

111 CDA Message'

and stop processing rules

For each task with a type of 'Incoming Copy NHS 111

Assign the task to team 'Scanner'

CDA Message'

and stop processing rules

62 Rules

Restore Defaults

OK

Cancel

Registration

Health Visitor/School Nurse Nomination

Tasks

Scanning

Document Processing

Spine

Tasks

General

Receiving Tasks

Rules

Sending Tasks

Task Categories

Task Statuses

Task Flags

Urgent Care Reports/Discharges

Scan/Click to enable Auto-registration via Profile Manager

TPP SystemOne Demo Video

Search features

13 476 1 4 481 350 193 0 0 0 0 0 0 0 15 0 5 69 14 0 1 0

3 Which registrations qualify for Auto-registration?

Patients who will be auto-registered will:

- be **aged 18** and over
- have used **NHS account / NHS login** to apply to register with a practice
- live **in** the practice **catchment area**
- be **transferring from another practice in England**
- **not** have been **previously registered** with practice
- **not** have **sensitive markers**, **not** flagged for the **Special Allocations Scheme (SAS)** and **not** have **immediate removal code (RDI code)** on their PDS record

NHSE chose these criteria to ensure the patients have the highest level of identity verification.

Approx. **25%** of all registration submissions will be eligible for Auto-registration.

In the future, NHSE criteria for auto-registration **might expand**.
NHSE will let you know if and when this happens.



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Manager



TPP SystmOne
Demo Video

Feedback from Pilot Practices – Pilot from 26th March 2025 to 9th May 2025

33 SystmOne practices took part and 551 registrations were processed successfully via auto-registration.

- On average, practices using auto-registration were able to process these registrations in **less than a day**.
- In contrast, practices not using auto-registration were able to process a registration in **3 days**.

“We have had no problems. Saves admin time as it’s already in the system.”

“We have found that it is very efficient and quick to use, we have trained some of our other colleagues to start using this and registering patients and they also find this very simple and quick to use.

“Really easy, saves a lot of time”

“The integration is brilliant, it is really easy and seamless way of registering patients”

“It could actually look to reduce our new patient review appointments by half, I would say”

“It'd be easy to teach new staff members how to do it”

“It makes it idiot-proof really, because it's matched to a patient”



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Manager



TPP SystmOne
Demo Video

5

Increasing digital uptake

If practices **increase** the proportion of patients that register online rather than use paper forms (digital uptake), they will benefit from an even higher **reduction** in admin work for staff after turning on auto-registration.

- Practices might find these resources below helpful to increase Digital Uptake (such as posters with QR codes).
- Please also optimise your practice website content and menu structure to make it easy for new patients to find how to register online.
- Print paper forms only on demand

Useful guidance

[Benefits and features](#)

[Tell your patients about online GP registration](#)



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via Profile
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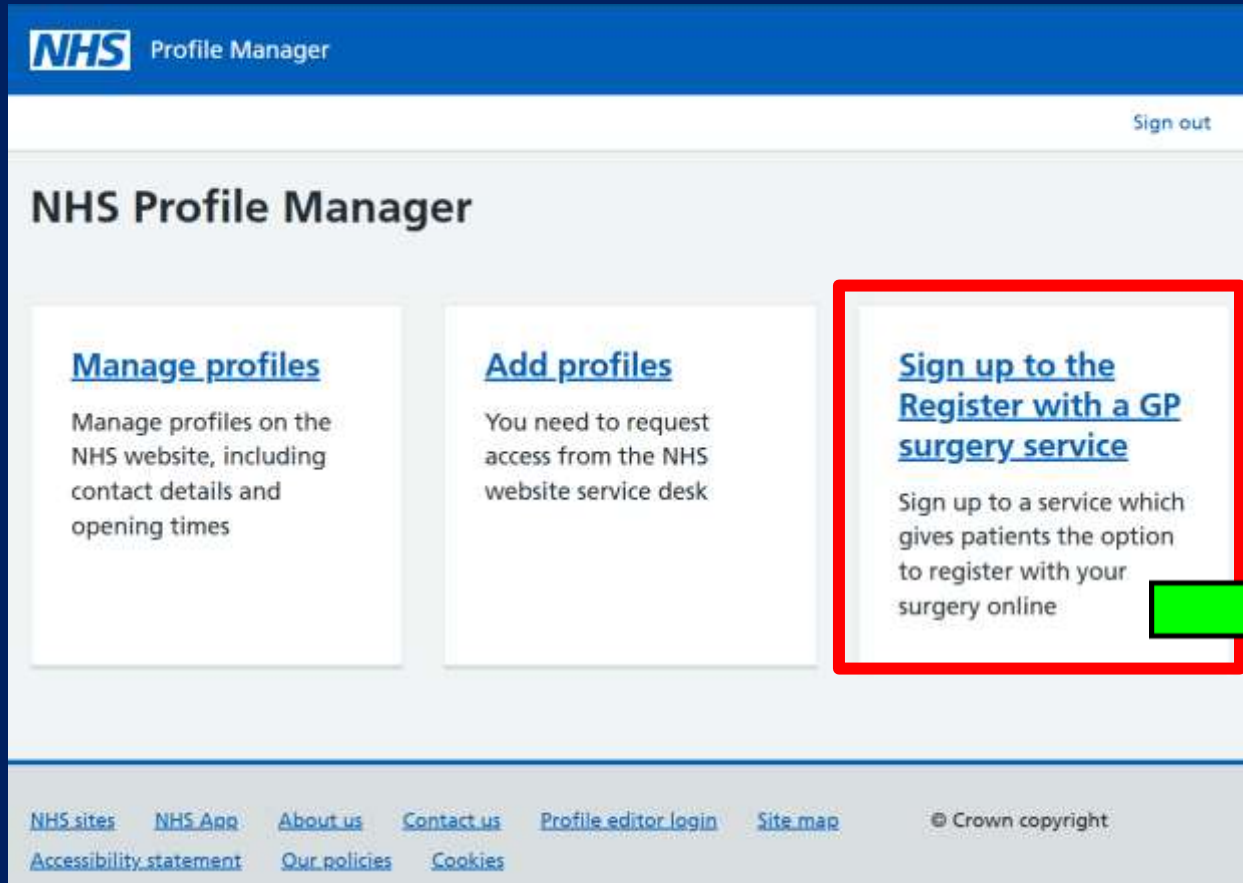
6

Enable Auto-registration via Profile Manager

<https://organisation.nhswebsite.nhs.uk/>



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Auto-
registration
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Manager



Enable auto-registration for certain patients (see criteria on screenshot) via Profile Manager

Currently only available for TPP SystmOne.
Optum EMIS can use Profile Manager to register interest in auto registration in readiness for when becomes available for EMIS



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Demo Video

[Return to Manage your profile](#)

Your registered surgeries

Add practice

Registered surgery	Shared mailbox	Additional services	Unique URL	Patient Access	Details Link
	@nhs.net	Language interpretation Nominated pharmacy Tuberculosis screening	https://gp-registration.nhs.uk/	On	View Details

Download the paper form

Download a paper version of the digital service.

[Patient registration form](#) PDF, (249 KB), 8 pages

Help us improve the paper form by filling in [our survey on the Qualtrics website](#).

Support

For service support, email ssd.nationalservicedesk@nhs.net or call [0300 303 5035](tel:03003035035). Support is available 24 hours a day, 7 days a week.

<https://organisation.nhswebsite.nhs.uk/>



Scan/Click to enable Auto-registration via Profile Manager

Select 'View Details'



TPP SystmOne Demo Video

[Go back](#)

Medical Centre

Shared mailbox @nhs.net [Change](#)

Additional services
 Language interpretation: Yes
 Dispensing surgery: No
 Registering students: No
 Nominated pharmacy: Yes
 Tuberculosis screening: Yes
[Change](#)

Patient access On [Change](#)

Automatically accept patients Yes [Change](#)

What do these settings do?

Patient access Change the way patients access your online registration service through Find a GP or the unique url on your website.

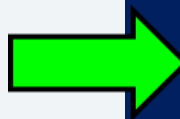
Automated patient registration Automated patient registration verifies a patient's identity and matches them to their NHS record in the Personal Demographic Service (PDS). The patient is then automatically registered with your surgery.

<https://organisation.nhswebsite.nhs.uk/>



Scan/Click to enable Auto-registration via Profile Manager

Select 'Change' for Automatically accept patients



TPP SystmOne Demo Video

[← Go back](#)

Auto registration

Patient registration data can be automatically transferred directly to your clinical system. This will reduce the amount of time it takes you to register a patient.

Data will only be transferred for patients that:

- have been identified and matched to their NHS record
- are within your catchment area
- are aged 18 or over
- are transferring from another GP surgery in England
- do not have a sensitive marker on their record

Do you want auto registration?



Yes



No

Continue

Select 'Yes' → then 'Continue'



<https://organisation.nhswebsite.nhs.uk/>



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Demo Video

7

What still needs to be reviewed in auto-registrations?

Practices **still need to review** patient information that is transferred into clinical systems by auto-registration. However, this will take **less time** because a record will already be created for these patients.

Some data items will still need to be reviewed and updated, including:

- emergency contact
- next of kin
- BMI
- Armed Forces status
- any comments a patient has made as part of a health question response (for example, pre-existing conditions)

Assigning a new GP

The pilot functionality **automatically** assigns a GP to the patient. Practices can **change** this if they wish to do so.

Useful guidance:

[GP IT pilot for registration data transfer](#)



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Demo Video

8 Impact of Auto-registration on other registrations

All other registrations that **do not meet the criteria** will need to be handled via the practice's **normal** processes.

This could be either manual processing or by using robotic process automation (RPA) from a 3rd party provider.

Post-registration processes will not be affected by auto-registration.



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Demo Video

A Further Questions and Answers

- Is Auto-registration mandatory?
- How does Auto-registration work?
- What happens if Auto-registration doesn't work?
- What control do practices have over registrations?
- What if practices already use Robotic Process Automation (RPA)?
- What about Optum EMIS practices?



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Is Auto-registration mandatory?

No, it is not. However, if practices choose not to use auto-registration, they will have to continue to processing registrations manually (if they are not already using RPA).

Practices can always enable and disable auto-registration themselves via **NHS Profile Manager**



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registration
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Manager



TPP SystmOne
Demo Video

How does Auto-registration work?

1. Patient applies to register at a practice that has turned on auto-registration.
2. Service checks that the patient meets the criteria for auto-registration.
3. Register with a GP surgery service sends a registration request.
4. TPP retrieves the information from the GP Reg API.
5. TPP creates a local patient record in the GP practice's SystemOne system using PDS and the codable observations from the patient application.

Useful guidance

[GP IT pilot for registration data transfer](#)



[How Register with a GP surgery works](#)



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TPP SystemOne
Demo Video

What happens if Auto-registration doesn't work?

If auto-registration fails for any reason, the system will fall back to normal process – i.e. receipt of registration form via NHSmail (now called NHS.net Connect) for manual processing.

Useful guidance:

[Understanding the patient registration email](#)



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What control do practices have over registrations?

Practices **will not** be able to reject auto-registered patients.
They will need to remove them as per their standard processes.

NHSE are currently working on functionality that will remove the ability for patients who have previously registered with a practice to be auto-registered with the practice. These patients will need to be handled via normal practice processes.

Practices may find this helpful: [guidance on rejecting registrations](#)

Useful guidance:

[Reasons you can refuse to register a patient](#) - legislation.gov.uk



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to enable
**Auto-
registration
via Profile
Manager**



**TPP SystmOne
Demo Video**

What if practices already use RPA?

Practices can continue to use Robotic Process Automation (RPA) alongside Auto-registration, but practices are recommended to inform their RPA provider that they are also activating Auto-registration.

Any registrations that meet the criteria for the NHSE Auto-registration will be processed that way. All other registrations will be processed by the practice's RPA provider.

Any additional information, such as a local health form, or any other post-registration processes, **will not** be affected.

Using auto-registration will **reduce** the overall cost of using RPA in practices, as RPA providers often charge per registration.

Useful guidance: [Automated registrations](#)



Scan/Click
to enable
Auto-
registration
via Profile
Manager



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What about EMIS practices?

EMIS practices do not yet have access to the auto-registration functionality.

NHSE is running a separate pilot for EMIS practices, which started in July 2025. The pilot recommenced on 28th August 2025 and is due to run for 45 days.

There will be more information available later this autumn for EMIS practices.

EMIS practices can express interest in auto-registration via NHS Profile Manager.



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registration
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Manager**



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B Roadmap & Help and support

- Future Roadmap - Register with a GP surgery
- Help and support



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Future Roadmap - Register with a GP surgery

NHSE are always working to improve the service.

Future roadmap for improvements to Auto-registration includes:

- continuing to monitor feedback and explore iterative improvements
- developing a portal for managing all incoming registrations

TPP practices helped shape the Auto-registration pilot, and all practices in England can play a role in improving the service further.

Useful articles

[Register with a GP surgery service roadmap](#)



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Help and support

If practices want to learn more about the auto-registration functionality, or they need help with the Register with a GP surgery service, they can:

- find guidance on the NHS England **Resource Hub**:
<https://digital.nhs.uk/services/register-with-a-gp-surgery-service/get-help-using-the-service>
- find information in **SystmOne Help**
- raise a **Service Now** ticket: <https://nhsuk.short.gy/servicenow>



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Service
Now



<https://nhsuk.short.gy/tpps1/autoregistration>

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