## **Patient Responsibilities**

- To treat or doctors, nurses and all practice staff with courtesy and respect.
- First hour in the morning can be really busy, please keep telephone calls brief and if possible leave routine calls for later in the day.
- Please inform us as soon as possible if you change your name, address or phone number.
- Please inform us to cancel any appointments you are unable to attend in a timely manner.
- Please ring and inform practice before 12 PM for any home visit requests.
- Please acquaint yourself with practice access (booking appointments), ordering prescriptions and complaints policies to get best out of our service.
- Please acquaint yourself with practice social media and acceptable patient behaviour policies to prevent any disagreements.