**Birmingham & Solihull Local Maternity & Neonatal System (BSOL LMNS)**

**Single Point of Access – Maternity Referral Portal**

**GP Practice sign-up form**

| **Practice Information required for sign-up to SPA:** | **Enter details:** |
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| **Practice Code**/s (List all codes) |  |
| **Type of practice model** (Single GP site or part of a group of multiple GP practice sites) |  |
| **CCG** – which CCG is practice under  (Clinical Commissioning Group) |  |
| **Enter practice name/s address details** **as listed on the NHS Spine.**  Note this information is very important: the portal can only pull across the information on the NHS Spine which will be selected by the woman or GP staff in the portal drop down list. |  |
| **Practice Generic email address**: A copy of the referral will be sent to the practice **(@nhs.net)** email account once submitted via the portal by the woman or GP Staff |  |
| **Practice lead/s details:** we need contact emails/ direct numbers |  |

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| **Checklist - Actions to be completed by practice:** | **Enter details** |
| **Contact made with Community Midwife (CMW) assigned to your practice:** (if known). | **Enter date of contact made with CMW to agree any internal administration processes.** |
| **Has practice agree referral process with staff and CMW i.e., will GP practice complete referral on woman’s behalf or will the woman be directed to the GP website to complete her referral.** | **Please explain agreed process:** |
| **Confirm date:** SPA Portal communications provided by BSOL LMNS uploaded on practice website: |  |
| **Practice Website address –** insert link/s |  |
| **Confirm if staff have been updated of new referral process:** YES/NO |  |

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| **For BSOL LMNS to Confirm timelines:** | **Enter details:** |
| **Confirm NHS Spine details found and uploaded on SPA Portal** |  |
| **Confirmed Email account for SPA Portal configuration** |  |
| **Start date confirmed with practice** |  |