

**To request a Thirty-day removal**  
Where a practice wishes to remove a patient from its practice list due to moving to an address outside the practice boundary area

All thirty-day removal requests are initiated by the GP and should be sent via the GP links on the Practice's clinical system

**Do not action the change of the address on the clinical system**

Please request a deduction via the GP Links with a reason of 'Other Reason'/'Left Area' and in the free text include the new address including house number/name, street and postcode.

**If you do not know the patient's forwarding address please enter 'Address Unknown'.**

The deduction request will be rejected as the patient will only be deducted on the 30th day or upon a registration being received from another practice.

A letter will then be sent to the patient at their out of area address (or last known address if the new one is unknown), informing them they need to re-register with a different GP practice.