

**For office use only: Staff to action**

	<b>Initials</b>	<b>Date</b>
<b>Proof of name seen</b>		
<b>Proof of address seen</b>		
<b>Computer records amended</b>		
<b>Lloyd George Notes updated</b>		
<b>Notes filed correctly</b>		
<b>Notes</b>		



**Change of Patients Name**  
**How to change the name of a patient at**  
**Leigh View Medical Practice**  
**2016**

