

Coming to Hospital?

Help Us to Keep Your 'Record' Straight

When you arrive at the hospital you need to register or 'check in'. This involves gathering the information we need to know about you. On your first visit, we will have no record of you so we will need to gather all information. If you have been to Sligo General Hospital before and have attended any area (e.g. Outpatients, Day Services or the Emergency Department) we will have a record of you, however we will need to check that the information is still correct or if there have been any changes since your last visit, e.g. change of address or phone number and update our record with these changes in order to keep your record straight.

Here's What We Will Need To Know

Name	First Name and Surname - As per your birth cert. Name you are 'known as' Maiden Name (if applicable) Correct spelling of names is essential so please spell or write your name for us (if necessary)
Contact Details	Address – where you can be contacted Phone Number and Mobile Number if available Phone number where you can be contacted between 9am - 5pm , this is for contact regarding short notice appointments if appropriate.
Date of Birth	As per your birth certificate
Previous Attendance at Sligo General Hospital	If you have previously attended the hospital you will have a hospital number (known as a PCN). If available please bring it with you, if not ask for it when you are in hospital and get to know it
Next of Kin	Name, Address and telephone numbers (landline and mobile number if available) of your nearest relative
Who to notify in an Emergency	Name, Address and telephone numbers (landline and mobile number if available) of who to contact in an emergency situation (if different to your next of kin)
Your Doctor (GP)	Doctor you normally attend
Your Public Health Nurse (PHN) (if relevant)	PHN that normally visits you or that you normally attend
Occupation	Your occupation or that of your spouse / partner (if applicable)
Personal Public Services Number (PPSN)	PPSN can be found on Social Services Card, Drugs Payment Card, P60, P45, Tax Assessment, PAYE Notice of Tax Credits, Temporary Payment Card, Pension Book, Pay Slip or on correspondence from a Social Welfare or Tax Office or alternatively it can be obtained by contacting the Social Welfare Information Services lo call number on 1890 662244.
Medical Card Number (if relevant)	Medical Card Number (Not Doctor Only Card)
Health Insurance Membership (if relevant)	Details of your private health insurance policy i.e. name of company, policy number & plan. Please ensure that your policy is current and that you are aware of how this policy covers you for your stay in Sligo General Hospital.

For further information please refer to our Patient Registration Guidelines Information Booklet