

# Simple Guide

## for TPP GP Practices

Manage Patient Registrations (MPR) is a free NHS England Register with a GP Surgery service that helps practices manage online patient registrations more efficiently. It works alongside Auto Registration to reduce manual admin, improve patient experience and speed up onboarding.

### Why Use MPR?

- ✓ Reduces Administration
- ✓ Saves Time
- ✓ Improves Data Quality
- ✓ Better Patient Experience

### Switching on Manage Patient Registrations:

- Log in to [NHS Profile Manager](#), and select **Manage Patient Registrations**.
- Select **Yes to turn on Manage Patient Registrations** and confirm using the green continue button (*please note that it may take up to 24hrs for this change to take effect*).
- In SystemOne, set up a new task rule through **Organisational Preferences** so incoming **Automatic Registration** tasks are assigned to the right team or user group.
- Confirm the task process with staff using this [TPP video](#) as a guide.
- Log in to the [Manage Patient Registrations portal](#) to view and manage incoming registration requests.

### Good Practice Tips

#### Before Going Live

- Review your registration workflow
- Agree who monitors registrations
- Create TPP/SystemOne task rules for Auto Registrations
- Train all staff involved in registrations

#### Improve Patient Awareness

- Add clear registration links to your website
- Promote online registration on social media
- Use QR codes in reception and community settings
- Encourage NHS App use during onboarding

#### Support Digital Inclusion

- Offer reception support for completing forms
- Provide practice tablets where possible
- Keep printable PRF1 forms available when needed

MPR helps practices modernise patient registration by reducing manual processes, improving patient experience and releasing admin time for higher-value work.