

**Emperor's Gate Surgery**  
**1<sup>st</sup> Floor**  
**49 Emperor's Gate**  
**London**  
**SW7 4HJ**  
**Phone: 020 7244 5670**

## **DEGREE, POST GRAD and STUDY ABROAD REGISTRATION FOR STUDENTS LIVING ON AND OFF CAMPUS**

### **How do I register at the doctors?**

- Collect registration form from student affairs in Atlantic House, Kensington
- Visit the surgery to register ASAP before you get sick! If you don't register and then get sick the probability that you will get seen that day is very limited

### **How do I make an appointment?**

- Once you are registered then you are able to make appointments
- Call the surgery on the number above and save this number in your mobile for future reference
- When you call, say the following in order for them to establish your status. **HELLO, MY NAME IS ..... AND I HAVE/NEED AN URGENT/ROUTINE APPT WITH A DR..., AND I AM SHORT/LONG STAY STUDENT FROM RICHMOND UNIVERSITY**
- The surgery will have your name and status on their system. Please also produce your Richmond ID card for validation of your status

### **How much will it cost to see a doctor?**

- If you are a degree or post graduate student there are NO costs as you covered by Britain's NHS system
- If you are a study abroad student you will be charged £40.00 per appointment. You were all issued with a study abroad insurance form in your yellow folders at orientation. In order to claim this money back you must collect a receipt from the doctors reception when you pay, complete the form then turn these into Thomas at student affairs. Please be aware this policy contains a \$50.00 deductible so making a worthwhile claim means you must visit the doctors more than once

### **What if I live off campus?**

- If you live off campus and live in one of these catchment areas then you are eligible to visit Emperors Gate surgery: They accept patients from the following postal areas: SW5, SW7, SW10, W8 & W14. If you wish to register with them please call on 0207 244 5670 during the opening hours and book an appointment into their New Patient clinic stating you are a Richmond Student but live OFF CAMPUS. This makes sure that their records are accurate and routine checks to promote your health and wellbeing are up to date.

- Follow all of the above steps but let them know you live off campus
- Take with you to the doctors:
- Your Richmond ID card
- A letter from student affairs explaining your status and a utility bill from your current address. To request a letter you must request one online at <http://www.richmond.ac.uk/student-affairs/requesting-official-university-letters.asp>  
Please allow 24 hours processing before these letters are available for collection from student affairs

## EMPEROR'S GATE OPENING TIMES

### Reception times

Monday -08:30 - 19:00  
 Tuesday -08:30 - 19:00  
 Wednesday -08:30 - 19:00  
 Thursday -08:30 - 13:00, 15:00 - 19:00  
 Friday -08:30 - 17:00  
 Saturday -Closed  
 Sunday -Closed

### Surgery times

Monday -08:30 - 19:00  
 Tuesday -08:30 - 19:00  
 Wednesday -08:30 - 19:00  
 Thursday -08:30 - 13:00, 15:00 - 19:00  
 Friday -08:30 - 17:00  
 Saturday -Closed  
 Sunday -Closed

## Doctors

- Dr Subali Nallamala
- Dr Samer Taslaq
- Dr Syed Arfeen
- Dr Hilary King
- Dr Caroline Stott
- Dr Maria-Teresa Pankhurst
- Dr Paul Booton