

PROVISION OF PAPER-BASED HEALTH RECORDS FOR MEDICAL SPECIALTIES

Following the decision, two weeks ago, to cease the provision of the paper-based health records for out-patient clinics (apart from by exception) the decision has been reached to cease automatically providing records for medical patients admitted to wards acutely.

It is anticipated that this will be extended to cover all acute admissions as soon as possible, but work is underway to give additional assurances to surgical specialties and particularly colleagues in anaesthesia.

Therefore, from now on, paper records will not be routinely sent to wards for patients admitted under medical specialties.

The following arrangements are now in place;

1. The Health Records Department discontinues the provision of the 24/7 acute health records service for patients admitted under medical specialties on the SJUH & LGI sites and will arrange to introduce a pick-up and scan service for all discharged patients' documents created from today from the wards affected.
2. For the time being the service will continue to provide records for surgical specialties on the basis of best endeavours.
3. That all other records retrieval is ceased, except for urgent cases (determined clinically) and these requests should be e-mailed to the relevant Library:
 - SJUH leedsth-tr.acuteteamsjuh@nhs.net
 - LGI leedsth-tr.acuteteamlgi@nhs.net
4. That urgent records not stored within the Medical Records Libraries will be located on the principle of reasonable endeavours
5. It is anticipated that much of what needs to be recorded can be captured in PPM+. However, documentation produced on Wards and Departments and not entered directly on to PPM+ be retained in the area until completion of treatment - and is then transferred to the Internal Scanning Team who will undertake to complete the scanning within 24/48 hours for patients' records that have not been within a COVID 19 'hot zone'. Where documentation has been in a 'hot zone' this should be retained securely in an area within the Ward/Department - for at least 72 hours before it can be safely moved (for specific advice on this type of record please e-mail lindsey.platt@nhs.net)
 - It will be important that documents for individual patients are retained and that patients' names and hospital unit numbers (casenote numbers) are clearly displayed to ensure that documents are uploaded to the correct patient record
 - Documentation dispatched to the Internal Scanning Team should be clearly labelled with where they are from and a contact number for the person in charge of the ward.
 - It is anticipated that an 'every other day' collection to the ward for paperwork will be planned. Please ensure the collection point is easily accessible.