**POINT OF CARE- DECLARATION FORM- INCORRECTLY SCANNED PATIENT ID**

FOR ANALYSERS **CONNECTED** TO THE ELECTRONIC PATIENT RECORD (PPM+) ONLY

Instruction to remove results from PPM+ when the entered patient ID does not match the patient sampled.

Which of the following are you reporting?

🞏 **A.** Patient unknown when analysed, now have correct Patient ID

🞏 **B.** A different patient’s ID was scanned in error when running test - Please be aware, we can remove the result from the incorrect patient’s record, but we cannot move results to a new patient’s record

|  |  |  |
| --- | --- | --- |
| **Information required** | **Details Given** | |
| **Unknown/Incorrect**  **Details Used** | **Correct Patient Details** |
| First name and Surname |  |  |
| DOB |  |  |
| PAS / NHS / A&E number |  |  |
|  |  |  |
| Location ( Ward No / OP / Unit ) |  | |
| Consultant |  | |
| Date analysed |  | |
| Time analysed |  | |
| Analyser Type Used |  | |
| **Test(s) Performed** |  | |

If scenario **A**, I confirm that the result above belongs to the patient stated, and I request for this result to be added to the patient’s PPM+ record.

If scenario **B**, I request that the above result be removed from the incorrect patient’s record.

Signature …………………………………………… Print name ………………………………………………….

Job Role/Designation …………………………………………………. Date …………………………………...…

**Please return completed form by email** to [leedsth-tr.PointofCare@nhs.net](mailto:leedsth-tr.PointofCare@nhs.net)

(Please add Subject Heading “Declaration Form”)

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Please note working hours are Monday-Saturday 08:30-17:00