

Project Document

Standard Operating Procedure for the Preparation, Scanning and Destruction of
Lloyd George Records

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PREPARATION, SCANNING AND DESTRUCTION OF THE LLOYD GEORGE RECORDS

1. The Practice will nominate a Project Lead, prior to the start of this process, who will be our contact during the Project.
2. The Practice is to provide an Excel spread sheet giving demographic detail for all patients currently registered with the practice. The scanned images will be linked to the demographics provided. The following information is required:
 - NHS number (current)
 - Title
 - Surname
 - Forename
 - Date of birth
 - Sex
 - Addr1 – House name/Flat no.
 - Addr2 – House no. and road
 - Addr3 – Area
 - Addr4 – Town
 - Postcode
3. The demographic spread sheet will be emailed to gp.archiving@sthk.nhs.uk 5 days prior to the pre-agreed collection date of the Lloyd George records.
4. The Practice must ensure that the current NHS number is displayed on the outside of the Lloyd George envelope. If the NHS number is **not** displayed the record cannot be scanned and will need to be returned to the Practice for correction.
5. If a patient has multiple Lloyd George envelopes the Practice must secure them together prior to collection.
6. The Practice must remove any ECG Traces or CD-ROMS in the Lloyd George Envelopes.
7. The Practice will create a second copy of the Excel spread sheet and insert an additional column headed **Box number**.
8. StHK HIS will deliver secure boxes for the Practice to pack the Lloyd George Envelopes into. These boxes will be delivered in one drop and the Practice must ensure they have enough space to accommodate the boxes during the packing process.
9. When packing the Lloyd George records into the boxes the Practice must record the box number against the appropriate patient details on the spread sheet.
10. If the Practice is not sending a Lloyd George record for a patient who is listed on the spread sheet '**not sent**' must be recorded in the box number column.
11. The Practice will email the second copy of the spread sheet (with the Box Number column), to gp.archiving@sthk.nhs.uk on the pre-agreed date of records collection by the Health Records driver.

12. StHK HIS will provide labels which are to be used to number each box, prior to collection for scanning.
13. The boxes must be ready for collection on the pre-agreed date and time for the NHS driver to pick up. The driver will tie the boxes securely with cable ties, prior to loading.
14. The Practice must email the Title, Surname and Forename of Practice staff who will require access to the system to jennie.briggs@sthk.nhs.uk indicating which staff will need administration rights.
15. STHK Informatics will liaise with the local IT Provider to ensure relevant system details are available when requested. The STHK Informatics contact is Ian Hendry – contact details are ian.hendry@sthk.nhs.uk (0151 676 5827)
16. The Practice will inform their local IT Provider of the STHK Informatics contact details.
17. The Practice must confirm that the minimum IT specification has been met:-
 - a. Windows-based PC or laptop
 - b. 2GB of RAM
 - c. Intel Pentium Dual Core 1.8 GHz processor.
 - d. Able to Microsoft Windows XP and Windows 7.
18. In addition, a GP practice will require at least one computer with a DVD-RW drive so that records can be transferred to disc for patients leaving the practice and to respond to information requests from solicitors, insurers or other officials.
19. The Practice must request their local IT Provider to install Silverlight and Java 1.6 update 17, on the Practice PCs and put the e-LG icon on the desktop.
20. Training will be via the e-Learning module on the e-LGS website. You will be given full instructions and guidance on how to access the Training module, prior to “Go-Live” of the system at the Practice.
21. The STHK Health Informatics System Administration Team will create user accounts for the Practice based on information provided.
22. The Practice will be responsible for validation checks of a representative number of scanned records against the Lloyd George clinical content, within ten working days of return of the QA sample records by the STHK driver, and must confirm acceptance of the scanned records by signing the Certificate of Satisfaction & Destruction contained in the Implementation Pack.
23. STHK Health Informatics will arrange confidential waste destruction of the contents of the Lloyd George records within an agreed period of no more than four weeks following signature of the Certificate of Satisfaction & Destruction.
24. The empty Lloyd George Envelopes will be returned to the Practice.

25. The Practice will be responsible for the confidential waste destruction of the contents of the Lloyd George envelopes that formed the QA Sample Set.
26. STHK HIS will send a copy, via e-mail, of the Certificate of Destruction for practice records for the records we have destroyed.
27. Further collections of new patients Lloyd George Records will be made up to three times per year for on-going scanning into the e-Lloyd George System for the duration of the contract. Dates will be communicated to the Practice prior to collection.
28. For new patient Lloyd George records, on a pre-arranged date, the records will be collected and a spread sheet (as detailed above), must be forwarded onto STHK HIS to be used for validation of records received into our scanning department. The STHK HIS drivers will bring secure boxes with them and the practice must have resource available to pack the boxes on the pre-arranged date and time.