**Copy of email sent to all staff regarding update to GDPR Policy regarding patient records between sites. – 07.07.2021**

**Patient records**

**WL**

WHITLAM, Laura (UPPERTHORPE MEDICAL CENTRE)

Wed 07/07/2021 10:35

To:

* KNOTT, Victoria (UPPERTHORPE MEDICAL CENTRE)

+35 others

Cc:

* WELLS, Emma (UPPERTHORPE MEDICAL CENTRE)

Following our audit of GDPR one of our main risk factors that was identified was the transfer of patient data between sites. This was found to be unsafe and not secure at times.

Any transfer of patient data between sites must be done by the round robin man who goes to both sites on a regular basis.

UMC - EMC = same day transfer

EMC- UMC = next day transfer

Nav has set up a folder in the Library called Medical Record Transfer folder.  There is a tab for each thing that we transfer that holds patient data and it needs logging as transferred with the NHS number. No other data can be recorded for security reasons. When it arrives on site it needs logging that it has been received by whoever deals with the post.

**Patients' records**

Any patients records that need to go to EMC or come to UMC from EMC , must be logged on a spreadsheet.

**Scanning**

Letters that are scanned on at UMC should not be sent to EMC. UMC will now store these letters in sealed boxes in the storeroom.  The storeroom will be locked at all times.

EMC - if there is an issue with a scan then please can you speak to UMC and ask to re scan a document and not just forward the task.

The only thing that needs to be transferred to EMC from UMC is ECG reports as this is the only copy and needs to be filed in paper records.

Please put all ECG's into a ECG re-useable folder and put the folder into a red bag for it to be moved between sites and log on the ECG tab before sending.

**PPA Scripts**

Please send down in a red bag. These should be sent down regularly and especially to the end of the month as PPA claims are processed 1st of each month. The scripts need logging on the PPA Scripts tab on the spreadsheet with just the NHS number so we can ensure we receive this. I will be sending up some plastic wallets for these to be kept together.

**Medical Reports for posting**

If a report needs to be posted then this can be sent to UMC to post but will take 48 hours to be received and posted so if anything is urgent it will have to be posted by EMC directly.  There is a tab for this to be logged on the spreadsheet.

**Anything else with patient data must be transferred via the round robin man and not by staff unless it's a direct transfer between sites and still logged on the spreadsheet.**

The round robin man Paul is aware of what we are now doing, and it has been agreed by his Boss Andy.

He will be sending some re-useable (Red or blue or green) bags for us to use to send any documents between sites, please just make sure that the bags are labelled correctly.

Please do not put anything into the red bags unless it is logged on the spreadsheet.

When the bags arrive at each site they will need to be emptied by reception, logged as received and distributed as needed.

Any stock items can be transferred between site by staff just not patient data.

***Thanks***

***Laura Whitlam***

***Assistant Practice Manager***

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