

**PROCEDURE INFORMATION DOCUMENT**

**CDDFT Standard Operating Procedure for Day Forward Scanning**

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## CDDFT PROCEDURE FOR DAY FORWARD SCANNING

**Guidance:** It is the responsibility of all staff to ensure all documentation is barcoded correctly and accurately.

**Standard:** All documents to be barcoded at time of use and sent for scanning as soon as the documents are finished with on the ward.

To ensure that all documents are correctly filed in the patient's electronic record the documents used during attendances must be barcoded with a patient ID label and a form identifier label.

- All documents need to have a patient ID label placed at the top of the document in the addressograph box or another suitable place if one is not present. Patient ID labels must be placed on every other page of a multipage document e.g. pages 1, 3, 5, 7, etc.
- New documentation will already have a form ID label pre-printed on bottom right hand corner of the page, if a form ID label is not present this must be added before sending for scanning.
- Barcodes must be added to clear spaces on the documents and cannot be placed over information already on the document.

### Outpatient Clinics

At the end of an outpatient clinic all documentation completed must be checked to ensure all barcodes are attached. All documentation should then be placed in the scanning box at outpatient's reception. No documentation should be taken away from an outpatient clinic unless for clinical need. Scanning boxes are collected daily between Monday – Friday.

### Inpatient Attendances

During an inpatient stay the admission documentation should stay with the patient and transfer to the current ward if the patient is transferred. Each ward should check that the documentation completed on their ward is correctly barcoded before sending to the receiving ward. Following discharge all documents should be checked to ensure all barcodes are correct and then all documentation should be placed in the scanning box at outpatient's reception. No documentation should be taken away from a ward unless for clinical need. Scanning boxes are collected daily between Monday – Friday.

### Scanning Boxes

The boxes to place all documents for scanning in are held at the following locations:

- UHND
  - General Outpatients Reception, Level 1, UHND
- SBH
  - General Outpatients Reception, Ground Floor, SBH

- DMH
  - B Outpatient Reception, Ground Floor, DMH
- BAGH
  - General Outpatients Reception, Ground Floor, BAGH

The boxes are collected Monday – Friday at the times listed below:

- SBH – 8:00am
- UHND – 8:30am
- BAGH – 9:00am
- DMH – 9:30am

Any documents placed in the scanning boxes will be available 48 hours following the collection of the scanning box from the Trust site.

Any admissions or outpatient clinics held at other sites have a scanning bag available at the reception desk where documents can be placed in to and sent over to one of the four sites to go in the scanning box.

### Responsibilities

All staff who create an entry in a medical record have the responsibility to ensure that the documents have been labelled with a Patient ID barcode and Form ID barcode on every page.

Any documents that do not have the correct barcodes will be returned to the ECDM Team to identify the error. The ECDM Team will then return the documents to the relevant department for the error to be corrected.

A random audit of documents will be completed on an adhoc basis at the four sites where scanning boxes are held. Any documents that are incorrect will be returned to the ward.