



National Standard Folder Structure for DocMan Version 7.

Prepared by:	Neil McNeil	Microtech Support Limited <i>Head of Software Support</i>
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**Microtech Support Limited,
DocMan Standard Folder Structure**

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Microtech Support Limited

Overview and Specification

This document is intended to provide a standardised folder structure for the filing of scanned documents into DocMan Document System by GP Practices and other Primary Care Organisations throughout Scotland.

Additionally, this document will provide guidance in filing documents by mapping the ISD Speciality List into the proposed structure.

Background

Microtech Support were awarded the National contract to provide DocMan Document Management Solution to GP Practices in Scotland.

There are 1086 GP practices in Scotland

There are 5 Clinical Software Providers in Scotland

DocMan links to all the current Clinical Software Providers providing a Standard Scanning and Filing Application.

There are circa 250 DocMan Installations.

DocMan Version 7 will be launched at the Paperlite NUG on the 11th May.

Targets

The standard folder structure will be installed with DocMan Version 7.

Currently when a patient moves between practices, any document which has been scanned and filed in the departing practice has to be filed in the receiving practice. In future the filing metadata will be carried with the document reducing the filing input required at the receiving practice. A prerequisite of this is the departing and receiving practices must have a similar folder structure.

All practices that have DocMan installed after the 11th May will be installed with the standard folder structure. All practices that are upgraded from previous versions of DocMan will be installed with the standard folder structure and a mapping tool will be used to transfer existing filed documents into the new folder structure.

SGPC and SCIMP Nationally Agreed Folder Structure

Accident & Emergency	Include	Accident and Emergency letters
	Exclude	GP Out of hours contacts Out of hours)
Administration	Include	General practice administrative paperwork, letters from patients, Benefits agency letters and requests, Insurance reports and requests. Criminal justice reports
	Exclude	Scanned clinical GP notes (Clinical) Scanned nursing notes (nursing) Employment medicals (Occupational Health)
Allergy	Include	Allergy clinic
	Exclude	Patch testing (dermatology) RAST results (Labs)
Breast	Include	Breast clinics, breast screening services
	Exclude	Plastic surgery (Plastics) Genetic clinics (Genetics)
Cardiology	Include	Cardiology, paediatric cardiology, cardiovascular risk factor clinics, cardiac surgery, thoracic surgery, ECG, ETT
	Exclude	Thallium scans (Imaging)
Clinical	Include	Scanned clinical GP notes <i>and other relevant clinical documents eg Advanced Directive to reflect the clinical importance of what is apparently an administrative document.</i>
	Exclude	General practice administrative paperwork, letters from patients (Administration) Scanned nursing notes (nursing)
Complementary medicine	Include	Homoeopathy, chiropractic, osteopathy, herbal medicine and any other complementary medication. Acupuncture except given as part of a physiotherapy programme or at pain clinic
	Exclude	Acupuncture given as part of a physiotherapy programme or at pain clinic (Pain)
Dental / Max-Fac	Include	Community dentistry; oral medicine and surgery; orthodontics oral pathology; maxillofacial surgery
	Exclude	Plastic surgery (Plastics)
Dermatology	Include	Dermatology, paediatric dermatology, including patch testing and excisions carried out by dermatologists
	Exclude	Excision carried out by plastic surgeons (Plastics)
Dietetics	Include	General dietetic services as well as diabetic, nephrology and nutritional support services.
	Exclude	Specialist multidisciplinary obesity services (general medicine)
Education / research	Include	Educational material given to patients, Research questionnaires and data
	Exclude	Disease specific information sheets for patients – include in the specific disease area or genetics School nursing notes (nursing) Additional Support for Learning (Records of needs) documents and reviews (Shared services) Child protection services run jointly with social work; voluntary agencies or non-health services agencies (Shared services).
Endocrine / Diabetes	Include	Diabetes, endocrine, osteoporosis clinics, paediatric endocrine and diabetes
	Exclude	Optician reports (ophthalmology) Podiatry reports (podiatry) DEXA scan results (imaging)
ENT	Include	ENT, paediatric ENT
	exclude	Dental (Dental Max-Fac) Maxillofacial (Dental Max-Fac) Allergy clinic (Allergy)
Gastroenterology	Include	Medical and surgical gastroenterology, liver transplant services
	Exclude	Colostomy services (nursing)
General Medicine	Include	General medicine unless otherwise classified; ITU discharge reports when discharged to the care of a physician; Specialist multidisciplinary obesity services
	Exclude	Otherwise classified medical specialties i.e. cardiology, dermatology, diabetology, endocrinology, gastroenterology, geriatrics, infectious diseases, neurology, general paediatrics, renal medicine, respiratory medicine, haematology (Pathology) and rheumatology.

General Surgery	Include	General surgery including emergency surgical admissions unless otherwise classified; anaesthetic assessment clinics; ITU discharge reports when discharged to the care of a surgeon; minor surgery carried out by a general surgeon
	Exclude	Otherwise classified surgical specialties i.e. ENT, maxillofacial surgery, surgical gastroenterology, breast clinic, vascular surgery, plastic surgery, neurosurgery, urology or general paediatric surgery.
Genetics	Include	Genetic clinics, family history cancer risk clinics
	Exclude	Ongoing cystic fibrosis (respiratory) or neuromuscular services for muscular dystrophy or related inherited disorder (neurology)
Geriatrics	Include	Geriatric clinics, geriatric day hospital, specialist falls clinics
	Exclude	Old age psychiatry clinics
Historical	Include	Unclassified historical scans from previous systems or unclassified back scanning of letters
	Exclude	Any other letter
Imaging	Include	Clinical radiology, ultrasounds, DEXA and nuclear medicine imaging
	Exclude	Interventional radiology (vascular), EEG (neurology) Nuclear medicine laboratory results, e.g. C ₁₃ urea, Schilling tests (Labs)
Infectious Diseases	Include	Infectious diseases, including HIV and AIDS, including paediatric infectious diseases
	Exclude	Pulmonary tuberculosis (Respiratory)
Labs	Include	All biochemistry, haematology, bacteriology and serology results. Nuclear medicine laboratory results (C ₁₃ urea, Schilling tests). Blood grouping reports.
	Exclude	Radiology results nuclear medicine imaging including bone scans and DEXA (Imaging) Biopsy and post mortem results (pathology) Cervical cytology results (pathology)
Neurology	Include	Neurology, neurosurgery, neurophysiology, paediatric neurology, neuromuscular, EEG, EMG
	Exclude	Neuro-psychology (psychology) Spinal and head injury rehabilitation (rehabilitation)
Nursing	Include	Nursing notes; district nursing, health visitors; school nursing notes; public health nursing; domiciliary venepuncture services; specialist paediatric services (not otherwise classified); notification of immunisations and vaccinations given in school; Macmillan nurse letters; specialist nursing services e.g. colostomy or incontinence; nurse led tissue viability (leg ulcer) clinics.
	Exclude	Specialist outreach nursing services which would be better classified in another folder, e.g. heart failure (cardiology); cystic fibrosis (respiratory); COPD (respiratory); midwifery (obstetrics); CPN (psychiatry); diabetes (Diabetes and endocrinology) or osteoporosis (Diabetes and endocrinology)
Obstetrics / Gynaecology	Include	Obstetrics, including GP obstetric notes, gynaecology, gynaecology, community midwifery notes, specialist HRT services, fertility services, colposcopy
	Exclude	GP family planning notes (Clinical), Cervical cytology results (pathology) Well woman services (sexual health) Family planning services (sexual health) Psychosexual services (sexual health) Neonatal paediatrics (Paediatrics) Male infertility (urology)
Occupational Medicine	Include	Employment medicals and reports
	Exclude	Benefits agency and insurance reports (Administration)
Oncology	Include	Medical oncology, radiotherapy, palliative care and hospice (including for reasons other than cancer) and haematological oncology
	Exclude	family history cancer risk clinics surgical follow-up clinics following treatment for cancer (general surgery) respiratory medicine clinics following treatment for cancer (respiratory)
Ophthalmology	Include	Ophthalmology, opticians reports and orthoptic clinics, paediatric ophthalmology
	Exclude	Visual acuity reports as part of a wider occupational health assessment (Occupational medicine)
Orthopaedics	Include	Trauma and orthopaedics, paediatric orthopaedics; back pain and other services led by a physiotherapist as part of an orthopaedic clinic.

	Exclude	Accident and Emergency Rheumatology Sports medicine clinics Rehabilitation Prosthetics and orthotics (Rehabilitation) Back pain and other services led by a physiotherapist and not as part of an orthopaedic clinic
Out of Hours	Include	GP out of hours contacts; NHS24 contacts; letters to NHS24; OOH contact with CPN's
	Exclude	Accident and Emergency
Paediatrics	Include	General paediatric surgery and medicine; neonatal medicine; community child health; child protection services and assessment carried out by consultant paediatricians
	Exclude	Specialist paediatric clinics which can be otherwise classified, e.g. cardiology, dermatology, diabetology, endocrinology, child and adolescent psychiatry, gastroenterology, infectious diseases, neurology, renal medicine, respiratory medicine, haematology (Pathology), rheumatology, ENT, maxillofacial surgery, plastic surgery, neurosurgery, or urology. Cystic fibrosis (Respiratory) School nursing notes (nursing) Health visitors (nursing) Child protections services run jointly with social work; voluntary agencies or non-health services agencies. (Shared services) Additional Support for Learning (Records of needs) documents and reviews (Shared services)
Pain	Include	Pain clinics
	Exclude	Pre-anaesthetic assessment clinics (surgery) ITU reports (general medicine or surgery)
Pathology	Include	Haematology clinics (except for oncology), histopathology, biopsy reports, cervical cytology results
	Exclude	Cardiovascular risk factor clinics (cardiology) Biochemistry, haematology, bacteriology laboratory results (Labs)
Physiotherapy	Include	Physiotherapy reports, back pain and other services led by a physiotherapist.
	Exclude	Acupuncture, not given by a physiotherapist or as part of the pain clinic (Complementary medicine) Physiotherapy clinics as part of an orthopaedic or rheumatology clinic Sports medicine clinics
Plastics	Include	Plastic surgery; cosmetic surgery
	Exclude	Minor surgery carried out by a general surgeon or dermatologist
Podiatry	Include	Podiatry and chiropody reports; podiatry biomechanical and orthotic clinics; podiatry led surgical clinics
	Exclude	Operations to feet and nails by general surgeons or orthopaedic surgeons
Psychiatry	Include	General psychiatry; liaison psychiatry; child and adolescent psychiatry; forensic psychiatry; old age psychiatry; psychiatrist led psychotherapy, learning disability and community psychiatric nursing (CPN) and Community Mental Health Teams. Substance abuse services led by a psychiatrists
	Exclude	OOH CPN contacts (out of hours) Psychology Substance abuse services run jointly with social work; voluntary agencies or non-health services agencies.
Psychology	Include	Psychology; counselling services offered by NHS; psychologist led psychotherapy; neuro-psychology
	Exclude	Counselling services offered outside the NHS Psychiatrist led psychotherapy (Psychiatry) Psychosexual services and gender identity services (sexual health)
Referrals	Include	Copies of referrals made to other services, including secondary care, voluntary and non-health services agencies, community services, social work and AHP's
	Exclude	Insurance reports and requests
Rehabilitation	Include	Physical rehabilitation services, spinal injury rehabilitation services; prosthetics and orthotics; occupational therapy; sports medicine clinics
	Exclude	Physiotherapy or occupational therapy as part of services better classified in another speciality e.g. geriatrics Care community care projects jointly run with social work or voluntary agencies (Shared services)

Renal Medicine	Include	Nephrology clinics; paediatric nephrology; renal transplant and dialysis services
	Exclude	Urology clinics Dietetic services
Respiratory	Include	Respiratory medicine; pulmonary tuberculosis; asthma clinics; cystic fibrosis services; spirometry and respiratory function results
	Exclude	Oncology services for respiratory tumours
Rheumatology	Include	Rheumatology clinic; rheumatology services led by a physiotherapist as part of a rheumatology clinic
	Exclude	Sports medicine (rehabilitation)
Sexual Health	Include	Sexually transmitted disease services; Psychosexual services; gender identity clinics; family planning and well woman services outside general practice including vasectomy
	Exclude	HIV & AIDS (infectious diseases) Cervical cytology and smears (pathology) Colposcopy (Obstetrics / Gynaecology)
Shared Services	Include	Counselling services offered outside the NHS Community care projects jointly run with social work or voluntary agencies Substance misuse services run jointly with social work; voluntary agencies or non-health services agencies Child protection services run jointly with social work; voluntary agencies or non-health services agencies. Additional Support for Learning (Records of needs) documents and reviews.
	Exclude	Outreach services from the NHS in a clearly defined specialty e.g. heart failure nurses or Community Mental Health Teams
Speech & Language	Include	Speech and language therapy including paediatric services
	Exclude	When part of services run jointly with social work; voluntary agencies or non-health services agencies (Shared services)
Urology	Include	Urology, paediatric urology, nurse led and other prostate clinics, erectile dysfunction services; male infertility
	Exclude	Vasectomy (sexual health) Nurse led incontinence services (Nurses)
Vascular	Include	Vascular surgery; interventional radiology
	Exclude	Nurse tissue viability (leg ulcer) clinics (Nursing)

If you have any queries or concerns about the nationally agreed folder structure, or simply require Guidance on document filing, then please e-mail SCIMP at the email address below"

annabel.chambers@nhs.net

ISD Speciality List

A1 General Medicine	F1 Obstetrics & Gynaecology	T3 Mental health nurses
A2 Cardiology	F1A Well Woman Service	T31 Community psychiatric nurses
A21 Paediatric Cardiology	F1B Family Planning Service	T4 Mental handicap nurses
A3 Clinical Genetics	F2 Gynaecology	T41 Community mental handicap nurses
A5 Clinical Pharmacology & Therapeutics	F3 Obstetrics	T5 Community nurses (district nurses)
A6 Infectious Diseases	F31 Obstetrics Ante-Natal	T6 Health visitors
A7 Dermatology	F32 Obstetrics Post-Natal	T7 Sick children's nurses
A8 Endocrinology & Diabetes	G1 General Psychiatry (Mental Illness)	T8 Nursery nurses
A81 Endocrinology	G1A Community Psychiatry	
A82 Diabetes	G2 Child & Adolescent Psychiatry	
A9 Gastroenterology	G21 Child Psychiatry	
AA Genito-Urinary Medicine	G22 Adolescent Psychiatry	
AB Geriatric Medicine	G3 Forensic Psychiatry	
AC Homeopathy	G4 Psychiatry of Old Age	
AD Medical Oncology	G5 Learning Disability (Mental Handicap)	
AF Paediatrics	G6 Psychotherapy	
AFA Community Child Health	H1 Clinical Radiology	
AG Renal Medicine	H1A Breast Screening Service	
AH Neurology	H2 Clinical Oncology	
AK Occupational Medicine	H3 Nuclear Medicine	
AM Palliative Medicine	J1 Histopathology	
AN Public Health Medicine	J2 Blood Transfusion	
AP Rehabilitation Medicine	J3 Chemical Pathology	
AQ Respiratory Medicine	J4 Haematology	
AR Rheumatology	J5 Immunology	
AT Medical Ophthalmology	J6 Medical Microbiology & Virology	
AV Clinical Neurophysiology	R1 Chiropodists/Podiatrists	
AW Allergy	R11 Surgical Podiatry	
C1 General Surgery	R2 Clinical psychologists	
C11 General Surgery (excl Vascular)	R3 Dieticians	
C12 Vascular Surgery	R4 Occupational Therapists	
C2 Accident & Emergency	R41 Industrial therapists	
C3 Anaesthetics	R5 Physiotherapists	
C31 Pain Management	R6 Speech and language therapists	
C4 Cardiothoracic Surgery	R7 Ambulance men/women - Accident & Emergency	
C41 Cardiac Surgery	R8 Audio logical scientists	
C42 Thoracic Surgery	R81 Hearing aids	
C5 Ear, Nose & Throat (ENT)	R82 Audiometry	
C6 Neurosurgery	R9 Medical physicists	
C7 Ophthalmology	RA Pharmacists	
C8 Trauma and Orthopaedic Surgery	RB Physiologists	
C9 Plastic Surgery	RC Dental hygienists	
CA Paediatric Surgery	RD Dental surgery assistants	
CB Urology	RE Physiological measurement technicians	
CC Intensive Care Medicine	RF Prosthetists/orthotists	
D1 Community Dental Practice	RG Dispensing opticians	
D2 General Dental Practice	RH Optometrists	
D3 Oral Surgery	RJ Orthoptists	
D4 Oral Medicine	RK Diagnostic radiographers	
D5 Orthodontics	RK1 Electroencephalography	
D6 Restorative Dentistry	RK2 Electrocardiography	
D7 Dental Public Health	RK3 Ultrasonics	
D8 Paediatric Dentistry	RK4 Nuclear medicine	
D9 Oral Pathology	RL Therapeutic radiographers	
DA Oral Microbiology	RM Medical photographers	
DB Dental & Maxillofacial Radiology	RS Dental therapists	
DC Surgical Dentistry	T1 General nurses	
DD Fixed & Removable Prosthodontics	T11 School nurses	
E1 General Practice	T2 Midwifery	
E11 GP Obstetrics	T21 Community Midwifery	
E12 GP Other than Obstetrics		

Microtech Support Limited
 Portland House
 38 Portland Road
 Kilmarnock
 Ayrshire
 KA1 2DL
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