

Appendix 4

Proposed standard checklist for paperless practice preparation

Issue	Comments
Computer system	Is the system fit for purpose? (approved by SHED and meets SEF requirements) Future systems and suppliers will be accredited against national level SLAs and templates (Ch. 1 & 2)
Support	Is there a signed support contract? What is the contracted response time for a critical failure? (Ch. 3)
Disaster recovery	Do you have a disaster recovery plan, verified by your system supplier & PCO? (Ch. 3)
Backups	Do you have a proper backup strategy including backup verification? (Ch. 3)
Security	Do you have in place a proper security policy including virus protection, firewall & access control (Ch. 3)
Insurance	Are the system and all necessary peripherals adequately insured? (Ch. 3)
Legal	Are you properly registered under the Data Protection Act? Do you comply with the provisions of the Act? (Ch. 3)
Information Governance	Have you read and understood the implications of the Information Governance chapter of these guidelines? (Ch. 3)
Paperless practice	Have you read, understood and developed procedures for your migration to paperless practice? Does your practice comply with the appropriate NHS regulations for paperless practice (GMS or PMS)? (Ch. 4 & 8)
Transfer of patient data	Have you read, understood and developed procedures for the transfer of patient data? (Ch. 4 & 5)
Clinical code policy	How will you achieve consistency of coding? Do you have an agreed policy on record content and management? (Ch. 4)
Electronic documents	Have you read, understood and developed procedures for handling electronic documents and safely disposing of paper documents? (Ch. 6)
Training and education	What are your education and training needs likely to be? How will these be achieved? (Ch. 7)