

Issue 6
May 2009

The newsletter for General Practitioner (GP) practices and Practitioner Services (PSD) Medical staff, produced by the Practitioner Services eMedical Programme, who are working to develop new processes and systems to undertake the electronic transfer of records when a patient transfers between practices in Scotland.

If you have any queries or require further information on anything featured in this newsletter please contact - Mandy.Barlow@psdaberdeen.csa.scot.nhs.uk

DEVELOPING ELECTRONIC TRANSFER OF RECORDS

Practitioner Services (PSD)

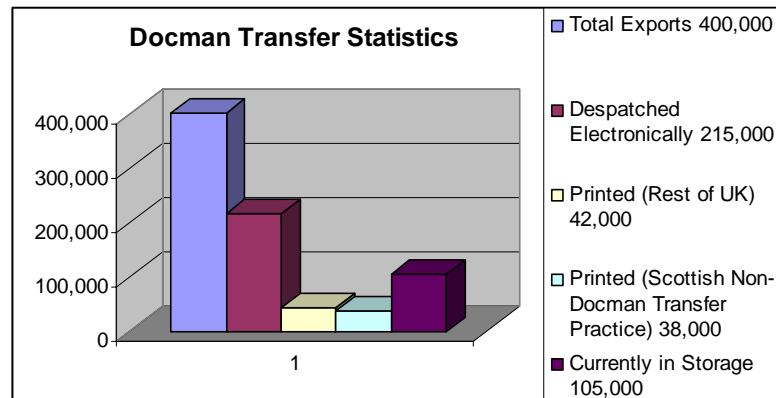
Docman Transfer Rollout

Docman Transfer has been rolled out successfully to 12 NHS Board areas. As at 1 May 2009, the total number of practices that are now live for Docman Transfer is **902 (89%)**.

NHS Shetland has proposed to go live with Docman Transfer week commencing 8 June 2009. Discussions are continuing with NHS Orkney to negotiate dates for rollout.

Docman Transfer Information

The following chart provides some useful information regarding Docman Transfer since its introduction in December 2006:



Further information regarding Docman Transfer can be found on the PSD website: <http://www.psd.scot.nhs.uk/professionals/medical/DocmanTransfer.html>

Back Scanning of Medical Records

SCIMP has recently published guidance on the back scanning of medical records. This guidance can be accessed via the SCIMP website: http://www.scimp.scot.nhs.uk/eRecords_advice.html

See overleaf for details of upcoming improvements to the Docman Transfer process.

DOCMAN TRANSFER PROCESS IMPROVEMENTS

In line with a 'Medical Record Transfer' paper that is due to be issued in the near future, supported by SGHD, the following improvements are currently under development and are expected to be available in summer 2009. Full guidance and training material will be issued in advance of implementation.

✓ Archiving of Docman Images

- Archiving on export will become mandatory within Docman
- Un-archive function will be made available within Docman, with a list of acceptable reasons that will be recorded against the patient audit trail.

This un-archive function will allow practices to access previous Docman records, under agreed circumstances, thus removing the need for PSD intervention.

In terms of reactivating patient records (i.e. students returning home for vacation), this should not be done as this causes issues with the duplication of records (for Docman) and may breach the Data Protection Act. Practices may however find it useful to review the records of returning ex-patients whilst waiting for the up-to-date record if there is a legitimate reason to do so under the Data Protection Act. Practices should be aware and cautious, however, that this is not the full patient record and that significant clinical events and interventions may have occurred in the interim.

✓ White List

- A white list of acceptable file types that may be transferred via Docman transfer is to be implemented. This will mean that if practices attempt to export Docman packages containing unacceptable file types, they will be required to convert the problem file(s) to an acceptable file type before packages will successfully export. This white list will be aligned with the GP2GP programme in England for future compatibility.

In addition to the above Docman developments, work is underway to improve systems/processes within PSD. Two reviews may be of particular interest to GP Practices:

✓ Temporary Residents

A review of the process for transferring Temporary Resident medical records is currently underway within PSD to determine if a more efficient electronic process can be developed. This would result in records for Temporary Residents being archived once patients have left the practice. In the interim practices are advised to treat Temporary Resident records as all other records and not access the records once the patient has left the practice. Further information regarding this will be available in the aforementioned 'Medical Records Transfer' paper.

✓ Cross Border Transfer

Currently, PSD prints electronic documents for patients transferring from Docman Transfer enabled practices to non-Docman Transfer enabled practices, or to GP Practices outwith Scotland but within the UK (this currently accounts for 20% of transfers). These printed documents have to be amalgamated with the paper medical record (once received from the previous GP Practice) before despatch.

As GP2GP has still not been initiated within Scotland, there is a need to identify a short-medium term solution for electronic cross-border transfer of records. Discussions are currently underway between PSD and the home countries to identify options that could be implemented quickly with minimal effort/cost. Further information will be provided in due course.