Standard checklist for paperless practice preparation

Issue	Comments	Yes/No
Computer system	**Is the system fit for purpose? Future systems and suppliers will be accredited against national level SLAs and templates**	
Support	**Is there a signed support contract? What is the contracted response time for a critical failure?**	
Disaster recovery	**Do you have a disaster recovery plan, verified by your system supplier and PCO**	
Backups	**Do you have a proper backup strategy including backup verification**	
Security	**Do you have in place a proper security policy including virus protection, firewall & access control**	
Insurance	**Are the system and all necessary peripherals adequately insured**	
Legal	**Are you properly registered under the Data Protection Act? Do you comply with the provisions of the Act?**	
Information Governance	**Have you read and understood the implications of the Information Governance chapter of these guidelines?**	
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)**	
Transfer of patient data	**Have you read, understood and developed procedures for the transfer of patient data?**	
Clinical code policy	**How will you achieve consistency of coding ? Do you have an agreed policy on record content and management?**	
Electronic documents	**Have you read, understood and developed procedures for handling electronic documents and safely disposing of paper documents?**	
Training and education	**What are your education and training needs likely to be? How will these be achieved?**	