

Disposing and recording of hospital medical records

Request

REQUEST:

I would be grateful to receive the following information and relevant documentation regarding the processing of patient records since 1990.

Documentation: (Relevant Government and Leicester NHS Trust internal documents) explaining the protocol and exact procedures upon the disposal of patient records following their assigned destruction date and the names of any external contractors engaged to carry this out. I would like this to include any changes and dates of change regarding procedure. In particular, I would like to know the sequence of policies that have been implemented including changes and dates of change of procedure regarding the logging, indexing or other recording of medical records and associated patient information that has been destroyed over this period.

Our Response

Leicestershire Partnership NHS Trust was created in 2002 to provide mental health, learning disability and substance misuse services. The Records Management & Strategy (COR42) was ratified in March 2003 and replaced in March 2009 by the Records Management Strategy (COR20) and the Records Management Policy (COR19). In December 2008 the Health Record Management Policy (COR66) was written specifically in relation to the management of health (patient) records.

On 1 April 2011 Leicestershire County and Rutland Community Health Services and Leicester City Community Health Services became part of the Trust and work is currently underway to harmonise policies across the new organisation.

With regard to Government documents; these are not held by Leicestershire Partnership NHS Trust, but you may find the following link helpful:

<http://www.dh.gov.uk/en/Managingyourorganisation/Informationpolicy/Recordsmanagement/index.htm>

C&V Data Management Services Ltd is the external contractor engaged to carry out the secure destruction of health records since 2005 to date.