

## IMPORTANT INFORMATION – PLEASE READ PSD Records Scanning Destruction Process

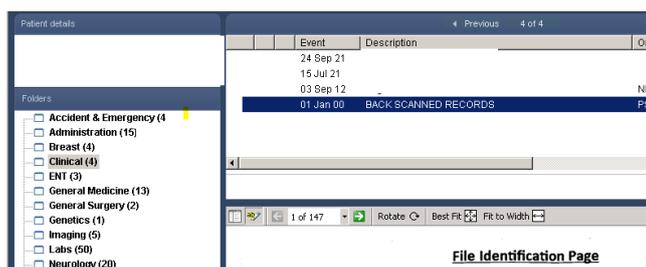
Following on from the Intercepting of Medical Records (Records Scanning Project), we need to ensure any records scanned for GP practices is destroyed within current information governance guidelines and timeframes.

### What to expect:

- The new process is automated
- Your practice will receive an email from [nss.vwdsmr1@nhs.scot](mailto:nss.vwdsmr1@nhs.scot)
- Attached will be an Excel list of records from your practice that are due for destruction.

### What we need you to do:

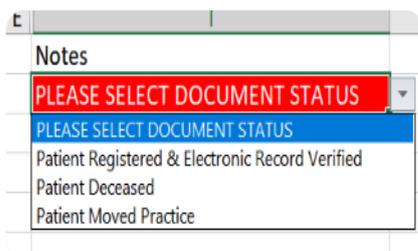
- Once you received an email with list of records for destruction, confirm that **“Patient Registered & Electronic Record Verified”** for the patient records.
- **To confirm patient is currently registered with the practice:** Check the CHI number is correct
- **To verify the electronic records:** Match the Index Number on excel sheet with the MR Code on Barcode Label found on the back scanned record within Docman as shown in example below



Please Note - The MR Code may be on the 2<sup>nd</sup> page or subsequent pages of the electronic backscanned document



- Follow the process below:



- Click the drop-down box next to the notes column
- Select **one** response from the above responses

- Complete this for every patient on the list
- Ensure there is a response chosen for each patient

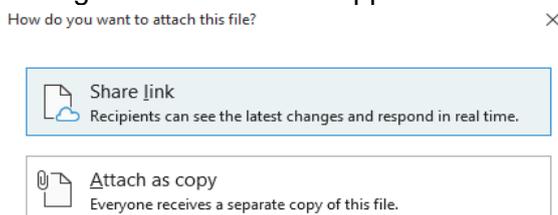
Notes	3 DOCUMENTS TO CHECK
Patient Registered & Electronic Record Verified	
Patient Deceased	
Patient Registered & Electronic Record Verified	
PLEASE SELECT DOCUMENT STATUS	
PLEASE SELECT DOCUMENT STATUS	
PLEASE SELECT DOCUMENT STATUS	

Notes	FILE READY TO BE SENT
Patient Registered & Electronic Record Verified	
Patient Deceased	
Patient Registered & Electronic Record Verified	
Patient Deceased	
Patient Moved Practice	
Patient Registered & Electronic Record Verified	

- The Excel file will update once you start choosing your responses
- It will let you know how many documents you have still to complete in **RED**
- When all documents have a response, the boxes will turn **GREEN** (see above)
- Click file and “**Save As**” using the same name on the file, this will begin with your practice code
- Save the Excel sheet to your computer – If in doubt please contact your local IT support or IM&T facilitator – per local guidance
- All Excel files need to be saved and reattached to be sent back to [nss.vwdsmr1@nhs.scot](mailto:nss.vwdsmr1@nhs.scot)
- **NOTE: No other email address will be used for the destruction process**

#### Process for sending completed excel file back to the automated email:

- As the process is automated it will not read links to SharePoint
- Hit reply to the email [nss.vwdsmr1@nhs.scot](mailto:nss.vwdsmr1@nhs.scot)
- Attach your completed Excel spreadsheet using the same name on the file, this will begin with your practice code
- If using O365 this box will appear



- **Select attach as copy**
- If using an older system attach Excel file in the usual way.
- Once Excel file is attached send it back to [nss.vwdsmr1@nhs.scot](mailto:nss.vwdsmr1@nhs.scot)

**NOTE:** If you have any queries regarding this process, please email our Team [NSS.scandestruction@nhs.scot](mailto:NSS.scandestruction@nhs.scot)