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| Report to: | Trust Board – Thursday 27 th September 2012 |
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| Title | Medical Records Strategy Progress Update |
| Sponsoring Executive Director | Andrew Stenton – Director of Operations |
| Author(s) | Christine Bellis – Medical Records Manager |
| Purpose | To provide a progress report on the Medical Records Strategy |
| Previously considered by | Trust Board – July 2012 |

| Executive Summary |
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| <p>Since the proposed Medical Records strategy given in July 2012, the off-site move to a new Health Records location in Queensway is complete. The only remaining records to be moved are those being stored within medical records inappropriately (A&E cards/Physio notes/Dental notes etc). Once floor space has been cleared the move will be complete and this is on track for Thursday 20th September.</p> <p>As part of the re-configuration at Telford a new Health Records portacabin has now been sited behind the Mortuary for the storage of Health Records. This will be fitted with storage racking, once completed the move of both staff and health records at Telford will be on track for completion on 1st October 2012.</p> |

| Related SATH Objectives | SATH Sub-Objectives |
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| Risk and Assurance Issues | |
| Equality and Diversity Issues | |
| Legal and Regulatory Issues | |

| Action required by the (insert name of meeting) |
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| The Trust Board is asked to NOTE progress to date on implementing the overarching Medical Records improvement strategy. |