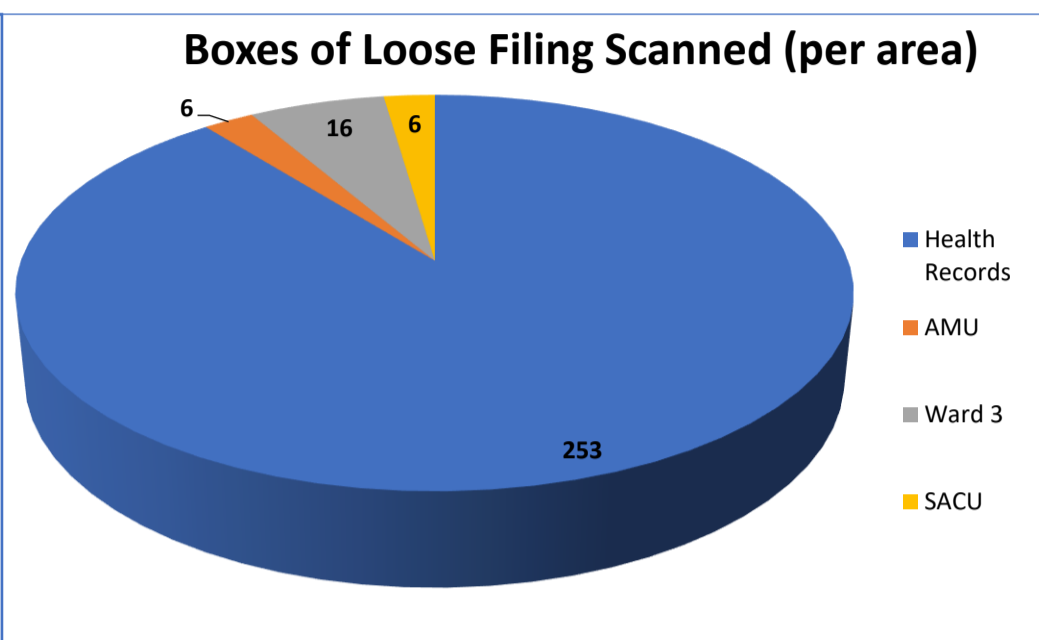
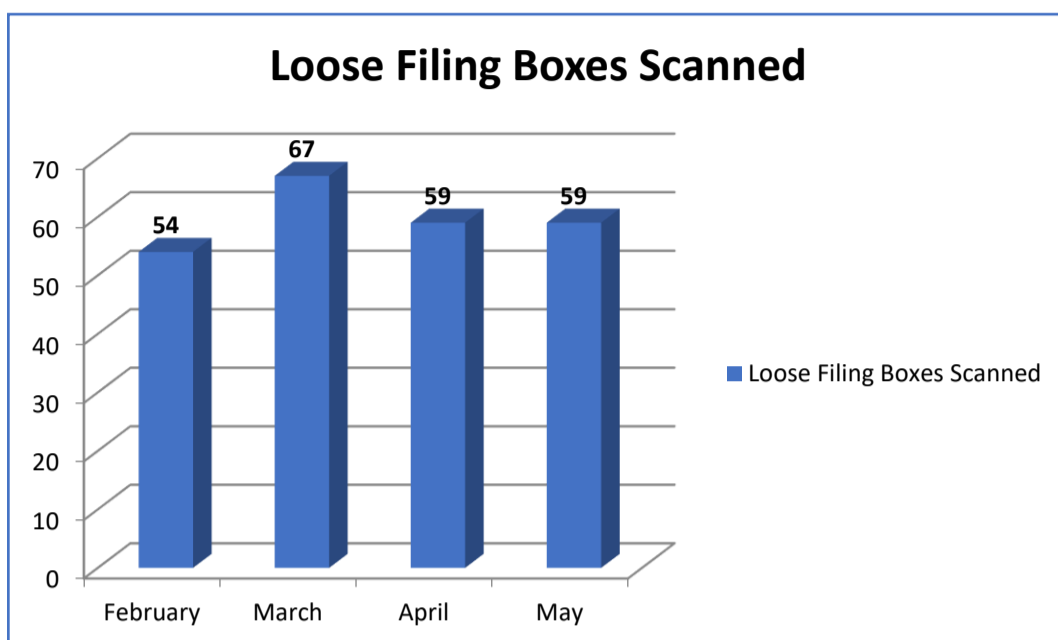


Loose Filing Scanning Project

Diana Spalve / Health Records Team Leader
Elizabeth Miller / Health Records Manager

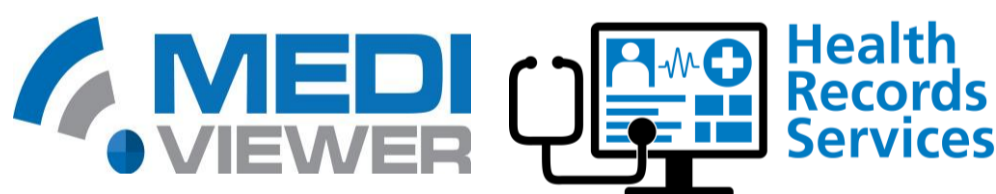


About the project

Health Records Loose Filing scanning project in collaboration with Digital Services. The Trust currently has a corporate risk (2325) around incomplete records, this means when a patient attends the Trust the main paper record used to make treatment decisions may not be the entire record. Loose filing/temporary files before April 24 (prior to the new tracking solution implementation) were not tracked or logged that they existed therefore no knowledge of existence or where they were. We started with 366 boxes in the library and a forecast of a further 300 across the Trust. This project aims to reduce the volume of the loose filing backlog and will make areas responsible for ensuring all records are filed within the paper health records going forwards. Filing is being prepared by the project team and scanned via our offsite scanning provider Storafire (plans for the team to scan directly onsite in the coming months) into a system called MediViewer (digital platform for scanned records) which can already be viewed Trust wide by appropriate staff. The project team commenced in February and the management team are meeting with wards/admin areas ensuring processes are being followed and planning the scanning of there backlog with our project team.

Results

- So far..
- A total of 288 boxes have been scanned of which 253 from the library and are now viewable on the MediViewer system;
 - The first wards to become free of loose filing are – AMU, Ward 3 and SACU;
 - Improved H&S in the department and ward areas;
 - Regained storage space;
 - Improved the accessibility of the records as the records are available online (MediViewer) 24/7 once scanned;
 - Corporate risk will over time reduce once backlog is cleared;
 - Patient risk reduced due to a complete record being available for any episode of care;
 - Reduce potential complaints and litigation;
 - Improve ability to code the records increasing income;
 - Improve patient experience.



AMU

WARD 3

SACU

MAKING THE FIRST STEPS IN DIGITAL TRANSFORMATION JOURNEY!

Summary

Progress is being made to reduce loose filing and temporary files, more than 60% completed from the Library and ward areas are now in progress. The scanned electronic record is now increasing on Mediviewer and together with the paper record will form a complete patient record.

Working in partnership
 The Royal Wolverhampton NHS Trust
 Walsall Healthcare NHS Trust