

SFHHI21

Create, store and retrieve paper based health records



Overview

This standard is about creating, storing and retrieving paper based health records. You will need to be able to create new health records, place health records into storage and retrieve health records.

Users of this standard will need to ensure that practice reflects up to date information and policies.

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Performance criteria

You must be able to:

- P1 create the appropriate folder in accordance with organisational requirements
- P2 receive existing health records and ensure that all documentation is securely filed
- P3 identify and segregate any health records that require further action
- P4 file records according the correct filing sequence within the appropriate record storage system
- P5 obtain health records requests and check for current location
- P6 retrieve health records from the current location
- P7 take the appropriate action to locate records which are difficult to locate
- P8 provide health records in accordance with organisational requirements
- P9 amalgamate and merge paper records in accordance with organisational
- P10 ensure health records are available within agreed timescales and tracked appropriately
- P11 respond to requests for access to health records

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Knowledge and understanding

You need to know and understand:

- K1 the relevant legislation, policies, protocols, codes of practice and guidelines in relation to health records
- K2 agreed standards for the handling of health records
- K3 the components of the information governance framework e.g. data quality, records management, data protection, information security and confidentiality
- K4 the wider sensitivities of data and information relevant to your role
- K5 security issues around the creation, storage and retrieval of health records
- K6 how to register patients on the master patient index
- K7 how to create folders for health records
- K8 procedures for receiving and checking health records
- K9 the actions to take with regard to damaged or incomplete records
- K10 how to use the health records filing system
- K11 the storage areas and premises where health records are stored
- K12 how to access and obtain health records from current locations
- K13 the actions to take with regard to health records which are difficult to locate
- K14 how to use and update the tracking system

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Additional Information

External Links

This standard links with the following dimension within the NHS Knowledge and Skills Framework (October 2004):

Dimension: IK1 Information and processing

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| Developed by | Skills for Health |
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| Originating organisation | Skills for Health |
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| Original URN | HI21 |
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| Relevant occupations | Health, Public Services and Care; Health Professionals; Healthcare and Related Personal Services |
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| Suite | Health Informatics |
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| Key words | Health records, store, create, retrieve, paper, record |
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