

APPENDIX A

The following documents are provided under this appendix in relation to how Special Category Data is handled:

- Discharge Information
- Referral to Multi-Disciplinary (MDT) Pathway
- Referral Pathway
- Transfer of Hospital Notes

THE TRANSFER OF DISCHARGE LETTERS BETWEEN SERVICES

ON PATIENT DISCHARGE:

- INFORM THE PATIENT THAT YOU WILL BE SENDING A SUMMARY OF THEIR CARE TO THE MDT INVOLVED AND CONFIRM WHO THESE ARE WITH PATIENT AND THEIR FAMILY.
- COMPLETE PATIENT DISCHARGE LETTER LOCATED IN THE NURSES DRIVE ON THE COMPUTER WHICH IS ONLY ACCESSIBLE TO CLINICAL STAFF.

FAX

(WHEN NO OTHER
OPTION)

EMAIL

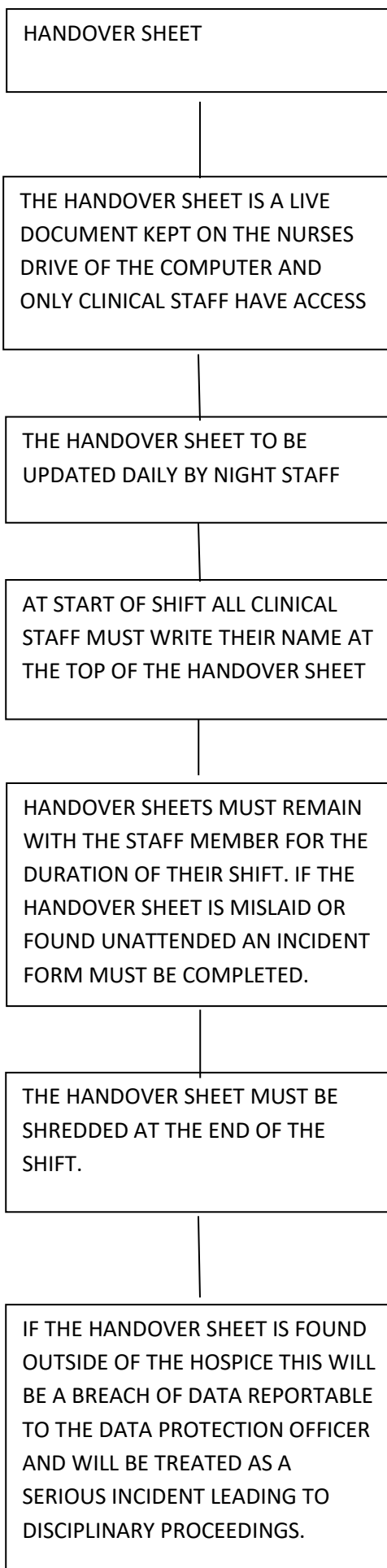
COMPLETE FAX HEADER AND FAX DOCUMENT TO APPROPRIATE PERSON(S) AND STAPLE FAX RECEIPT TO DOCUMENT. COMPLETE INCIDENT REPORT DETAILING WHY FAX WAS THE ONLY OPTION FOR SENDING DISCHARGE LETTER.

ALL EMAILS ARE ENCRYPTED.
EMAIL DOCUMENT TO APPROPRIATE PERSON(S)

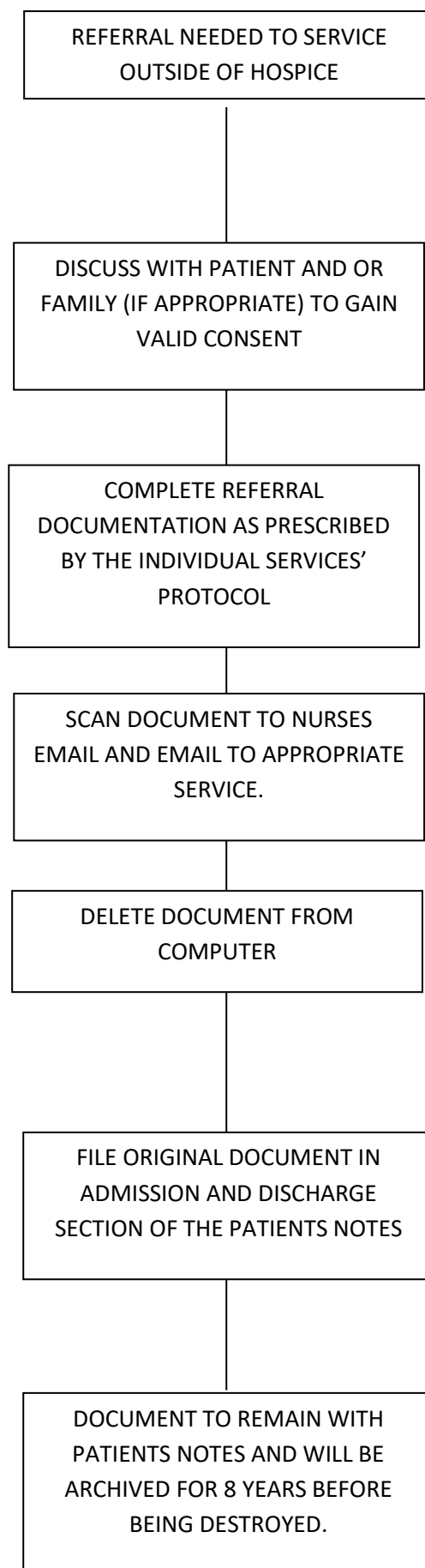
FILE COPY OF DOCUMENT IN THE ADMISSION AND DISCHARGE SECTION OF THE PATIENTS NOTES.

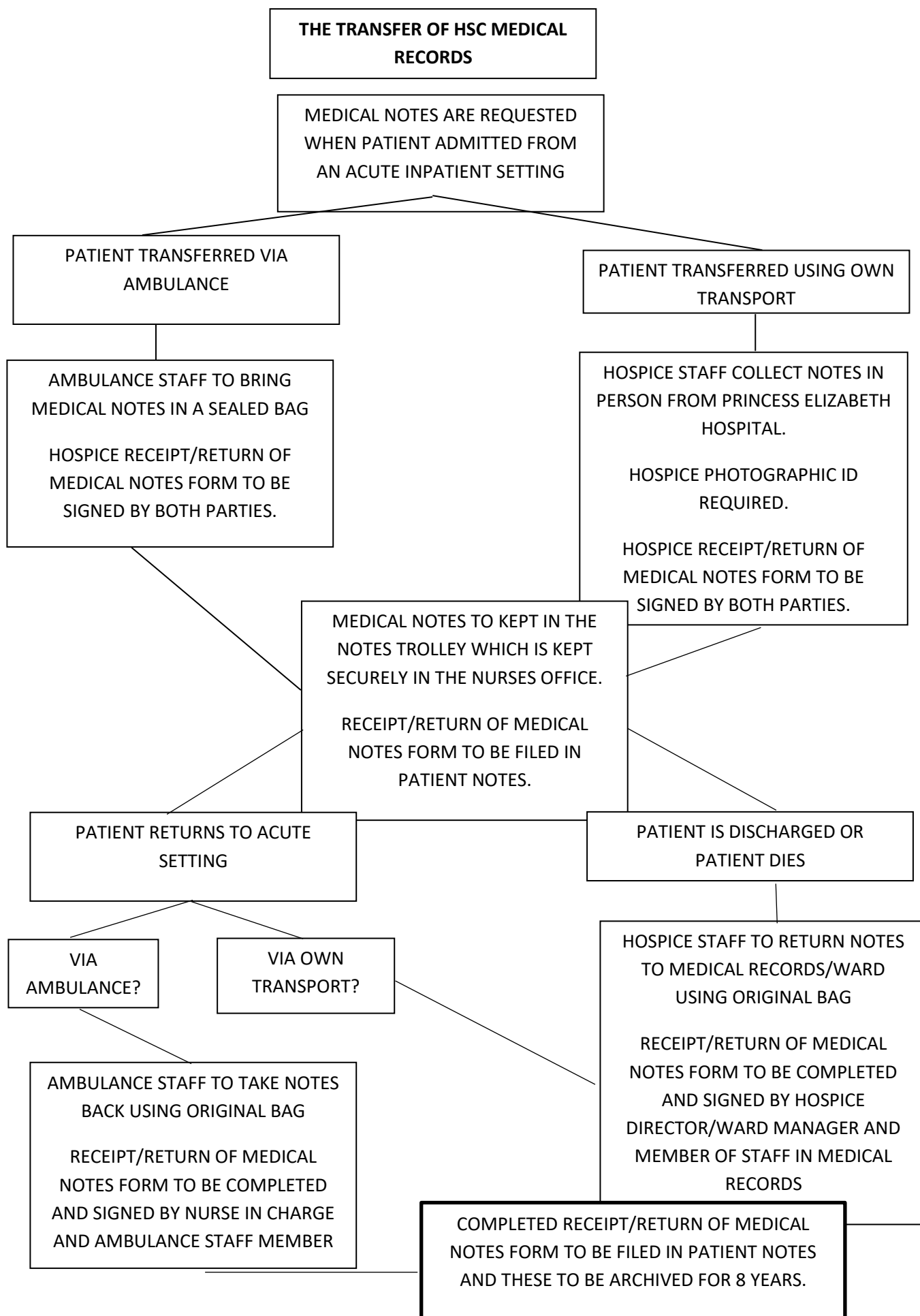
DELETE COPY ON
COMPUTER AFTER
3 MONTHS

PATIENT NOTES TO BE ARCHIVED
FOR 8 YEARS.











Help our Hospice

Receipt/return of HSC Medical Records

Patient name:		DOB:		
	Date	Name	Designation	Signature
Records received from				
Records Received by Les Bourgs Hospice				
Records returned from Les Bourgs Hospice				
Records received by				