**Transfer Patient Records to Another Practice Protocol
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**B. Document Details**

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| **Classification:** |
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| **Organisation:**  | Shifa Medical Practice |
| **Document Reference:** |  |
| **Current Version Number:** |  |
| **Current Document Approved By:** | Dr Rashid |
| **Date Approved:**  | 01/04/2019 |

**C. Document Revision and Approval History**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Version | Date | Next Review Date | Version Approved By | Comments |
| 1 | 01/04/2019 | 01/04/2020 | Dr Rashid |  |
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**Introduction**

This protocol is intended to detail the processes involved in the transfer of patient records, both electronically and in document form, from one Practice to another.
Shifa Medical Practice uses EMIS WEB for the electronic storage of clinical records. It does also, however,use paper records for certain elements and where paper records have been transferred-in from another Practice that does not use comprehensive electronic methods.
General Practice, and indeed the NHS as a whole, has an objective to move to paperless systems, and “Paperlight” status is an award that many Practices have already attained, with many more working towards this. Shifa Medical Practice has been awarded this status.
The Practice generally uses the GP2GP process when transferring records electronically between

Practices (see below for details of this process).
**GP2GP – Electronic Secure Transfer of Patient Records**GP2GP is an NHS Connecting for Health project that enables patients' Electronic Health Records(EHRs) to be transferred directly between Practices.
The idea behind this system is that GP2GP electronic transfers are more accurate, secure and enable a much shorter process-time than paper-based transfers, which can take weeks to complete.

**The GP2GP Process**

The GP2GP process starts when a Practice accepts a patient onto their list of patients for primary healthcare and ends when the EHR is transferred from the previous Practice into the new Practice’s clinical system.

Once the patient is accepted and his / her identity has been matched using the Personal Demographic Service (PDS) a message is sent to the previous Practice requesting a copy of the patient's EHR (but only if the patient's former Practice is also GP2GP-enabled). The previous Practice locates the patient record and sends an acknowledgement stating whether or not it is able to provide the EHR extract.
If it is able to do so, then the EHR extract message is generated from the patient health record held on the GP clinical system and subsequently sent to the new Practice for integration into its own GP clinical system.

**Transfer of Paper Patient Records**

**Transfer-In**•The manager is responsible for receipt of all transferred-in patient paper records;
•Once a record has been received from the transferring Practice, the status of the electronic record on the clinical system should be changed to indicate this;
•Check that a complete statement summary of all documentation has been received (contact the previous Practice if this has not been included);
•Where this has been included, check that all listed included documentation has actually arrived (contact the previous Practice if any documentation is missing);
•Arrange all records in chronological order (including additional referral letters, pathology results, etc);

**Transfer-Out**•The summary should be checked for codes relating to child protection. In this event, it should be brought to the attention of the manager and child protection lead to determine if any further action is needed prior to transfer.
•Gather all the patient’s records from the filing systems in which they are stored (making sure that all attachments are included);
•Arrange all records in chronological order;
•Print a complete copy of the electronic record
•Package the documentation (including summary) in a secure courier bag and secure-tag it appropriately;
•Send the records via the nominated secure courier to the records department (they will forward them to the new Practice themselves)
•Change the status on your clinical system to indicate that the records have been transferred.