

Other Document Form

Number

TS4

Title (MAIL FROM) **Code A** / RE MISSING DRUG CHARTS

(Include source and any document number if relevant)

Receivers instructions urgent action Yes / No

Document registered / indexed as indicated

No(s) of actions raised

Statement readers instructions

Indexed as indicated

No(s) of actions raised

Examined - further action to be taken

Further actions no(s)

Code A			
		O/M	SIO
		Indexer	

When satisfied all action raised Office Manager to endorse other Document Master Number Form.

Code A

From: Code A
Sent: 02 April 2003 09:33
To: Code A
Subject: Missing drug charts

Follow Up Flag: No Response Necessary
Flag Status: Flagged

Code A

I went and saw Jan Peach yesterday. She maintains that all the drugs administered forms, would be recorded in the patient record. However, if we are referring to the record of controlled drugs authorised and used on the wards. Then this register is at present in the possession of Professor Baker.

Could you clarify what exactly the experts require?

If it is the drugs administered forms that are missing could we have a list of the patients with the forms missing.

Thanks

Code A