

Stuart Knowles, Miller Beene

Code A

rang re: Gosport Inquests.

~~Please ring him~~

Clarice

Code A

Code A

Richard Samuel's sec

Code A

PORTSMOUTH HOSPITALS NHS TRUST
POLICY AND PROCEDURE

Policy No.

- Cost of photocopying may include 'the cost of staff time in making copies' and the costs of running the copier (but not costs of locating and sifting records);
- Common practice of setting a standard rate for an application or charging an administration fee is not acceptable because there will be cases when this fails to comply with the 1990 Act.

Records: what might be included

X-rays and test results form part of the patient's records. Additional charges for copying X-rays are permissible. If there are large numbers of X-rays, the records officer should check with the patient/solicitor before arranging copying.

Reports on an 'adverse incident' and reports on the patient made for risk management and audit purposes may form part of the records and be disclosable: the exception will be any specific record or report made solely or mainly in connection with an actual or potential claim.

Records: quality standards

When copying records healthcare providers should ensure

- All documents are legible, and complete, if necessary by photocopying at less than 100% size.
 - Documents larger than A4 in the original, e.g. ITU charts, should be reproduced in A3, or reduced to A4 where this retains readability.
 - Documents are only copied on one side of paper, unless the original is two sided.
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Hampshire

Primary Care Trust

GWMH Inquest Internal Stakeholder list

Information to be distributed via Divisional Managers network - GWMH and QA

PH NHS Trust Comms team / HP NHS Trust Comms Team / HPCT Comms team to supply managers networks

GWMH		
<u>Contact</u>	<u>Contact Details</u>	<u>Briefing Date</u>
Betty Woodland	Code A	
Freda Shaw	Code A	
Sheelagh Jones	Code A	
Beverley Turnbull	Code A	
Vivien Alexander Modern Matron	Code A	
James Mackenzie HR	Code A	
Audrey Crutchfield	Code A	
Mark Roberts	Code A	
Lynne Barrett	Code A	
Rose Butcher	Code A	
Angela Wilson	Code A	
Colin Jones Estates	Code A	
Vicki Bullimore	Code A	
Jackie Spragg	Code A	
Scammell Toni Modern Matron	Code A	
Emms Elizabeth Head of Adult Services	Code A	
Buxey Fran Project Manager	Code A	
Elizabeth Harris	Code A	

PH NHS Trust

<u>Contact</u>	<u>Contact Details</u>	<u>Briefing Date</u>
Dr Ann Dowd DMOP	Code A	
Dr Robert Logan DMOP	Code A	
Dr Ian Reid DMOP	Code A	