

Standard Operating Procedure

Locating Medical Records Out Of Hours

- Look at Request Casenotes on Trakcare to see where the notes are located
- Go to Switchboard and sign out keys for Medical Records office if notes located there or go straight to filing room (kitchen corridor) if located there. This is a key code lock and the code is the same as in core hours
- If notes located in other areas within the hospital get keys from switchboard and locate notes, leave note stating where the notes have been taken
- Retrieve notes and write patient details, where notes have been taken etc on the sheets/clipboards provided in Medical Records and the filing room
- Place a green dot on right top hand corner of notes if patient being admitted to ward