

Ref: FOI/GS/ID 4722

Please reply to:
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Freedom of Information Act 2000

I am writing in response to your request for information made under the Freedom of Information Act 2000 in relation to Patient Records.

You asked:

- 1.) *Does your organisation use handwritten notes for patients?*
- 2.) *How is the data stored on your system e.g. excel spreadsheets, word?*
- 3.) *How many times have patient records been recorded as lost or stolen in the last financial year?*

Trust response:

- 1) Yes
- 2) Patient records are held electronically and manually
- 3) Lost = we record case note availability (paper) this equates to 95% records available at the point of care. Records may not be available owing to delayed request, not tracked. It is very rare that records are lost forever. We do not have a record of any lost records. Stolen = no record, not aware of any incidents