

B89 Procedure On How To Get A Patient Anonymised In Hours (Monday – Friday 8am - 5pm) V1

Patient details need removing from PAS, Oceano or SwiftPlus whiteboard for safeguarding reasons etc:

You must contact the Data Quality team by phoning 01872 254542 or by emailing rcht.dataquality@nhs.net and mark the email as high priority.

You will need to give Data Quality the CR or NHS Number for your patient, the patients initials and their date of birth.

The Data Quality team will then add an alert to the record, together with excluding the patient from the SWiftPlus board. They will also advise other departments of this patient.

When the patient is due to be discharged:

In Hours (Monday – Friday 8am-5pm) - You must contact the Data Quality team by phoning 01872 254542 or by emailing rcht.dataquality@nhs.net and mark the email as high priority.

You will need to give Data Quality the CR or NHS Number for your patient, the patients initials and their date of birth.

They will then change the patient's name details back so it will show correctly on the Discharge Summary within Maxims. The alerts will also be removed, and they will include the patient back on the SwiftPlus whiteboard.

Out of Hours – If the patient's record needed to be reverted back to their original name for the Discharge Summary to be completed and Data Quality are not available you need to follow the steps below.

- In the PAS RI screen, you will need to enter the patients CR number and enter C1 and press return – change the patients surname back to their previous surname, press return and A to accept and return. It will then say was previous name correct say no to this.
- Enter C3, press return and change the patient's forename back to their previous forename press return and A to accept and return. It will then say was previous name correct say no to this.

You must ensure that a call is logged to CITS Service Desk [Self Service Portal \(sma247.com\)](http://sma247.com) to advise Data Quality that the patient needs to be unanonymised.

You will need to give Data Quality the CR or NHS Number for your patient, the patients initials and their date of birth, this is so Data Quality can remove the alerts and include the patient back on the SwiftPlus whiteboard.

Alternatively, an email can be sent to rcht.dataquality@nhs.net and mark the email as high priority. You will need to give Data Quality the CR or NHS Number for your patient, the patients initials and their date of birth.

Online URL: <https://elearning.cornwall.nhs.uk/site/kb/article.php?id=421>