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Subject: FW: PCSE: National record movement trial

Date: 28 January 2016 11:51

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Cc: Ebrahim Suleman e.suleman@forrestburlinson.co.uk

From: PCS England Info [mailto:PCSEngland@capita.co.uk]

Sent: 27 January 2016 16:50

To: PCS England Info

Subject: PCSE: National record movement trial

Dear LMC Colleagues,

We recently provided you with an update on the forthcoming changes PCSE is making to medical records movement, and the national records movement trial we are conducting in February.

The purpose of the national record movement trial is to test our new distribution network using our new logistics provider, CitySprint. The trial will also help ensure that practice staff are familiar with the new process before it is introduced permanently. The trial will start on 8 February 2016.

In preparation for the trial, CitySprint will deliver the material attached to all GP practices next week.

If you have any queries regarding the national record movement trial, or if you would like PCSE to attend one of your local meetings to talk through the changes in person, please email:

PCSEngland@capita.co.uk

Best wishes

Claire

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Primary Care Support England

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1 February 2016

FAO: GP Practice Managers

Medical records movement is changing

Primary Care Support England (PCSE) is changing how medical records are moved for all practices in England. We are introducing a new safe and reliable process that will be both easy to use, and standardised across the country.

The *Managing records movement – the new process* leaflet provides an overview of the changes and what the new medical record movement process will involve.

National record movement trial

We will introduce changes carefully and in stages. As a first step, we will conduct a national record movement trial using an empty Medical Record Envelope. The purpose of this trial is to test our new distribution network, using our new logistics provider, CitySprint. The trial will also help ensure that you and your staff are familiar with the new process before it is introduced permanently to your practice.

The national record movement trial will start on 8 February 2016.

In preparation for the record movement trial, CitySprint has delivered:

- an empty Medical Record Envelope (MRE)
- a tracking label for a single record movement
- instructions on what you need to do to participate in the national records movement trial.

CitySprint has also delivered three boxes of new shipping bags, in different sizes, for you to use for transporting records once the new process is introduced permanently to your practice.

This record movement trial does not affect the current movement of live medical records.

What happens after the trial?

Following the trial, we are planning to roll out the new medical record movement process permanently using live medical records:

- to practices in West Yorkshire from 8 March 2016
- nationally to all other practices from 29 March 2016

Roll out dates may change depending on findings from initial stages. We will confirm these dates shortly.

If you have any queries about the record movement trial, or the subsequent new process, please get in touch with us at PCSE.enquiries@nhs.net

Thank you for participating in the trial and we look forward to a successful launch of the new service for you.

Yours faithfully

A handwritten signature in black ink that reads 'Mark Berman'.

Mark Berman
Managing Director
Primary Care Support England

Primary Care Support England

Instructions on what you need to do to participate in the national record movement trial

What you will need:

CitySprint will have delivered:

- 1 x empty Medical Record Envelope (MRE)
- 1 x tracking label
- 3 x boxes of shipping bags



What you will need to do:

- Place the MRE inside one of the new shipping bags. Keep the rest of the bags until the new process is introduced permanently to your practice.
- Seal the shipping bag.
- Attach the tracking label on to the shipping bag, where it says 'NHS staff affix tracking label here'.
- CitySprint will then collect the shipping bag from all practices on the 9th, 10th, or 11th of February. Please do not give the shipping bag to your current record movement courier. And please do not give live medical records to CitySprint.
- Some practices (not all) will receive delivery of an empty MRE on the 16th, 17th, or 18th of February. If you receive a delivery, please open the MRE to ensure it is empty. If the MRE is empty, you don't need to do anything further. If there is anything inside, please email PCSE.enquiries@nhs.net

The record movement trial does not affect the current movement of live records, which will continue as usual until the new process is introduced permanently to your practice.

If you have any queries, please get in touch with us at PCSE.enquiries@nhs.net

Thank you for participating in the trial.



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