IMPORTANT INFORMATION – PLEASE READ

PSD Records Scanning Destruction Process

Following on from the Intercepting of Medical Records (Records Scanning Project) we need to ensure any records scanned for GP practices are destroyed within current information governance guidelines and timeframes.

What to expect:
 ➢ The new process is automated.
 ➢ Your practice will receive an email from nss.vwdsmr1@nhs.scot
 ➢ Attached will be an Excel list of records from your practice that are due for destruction.

What we need you to do:
 ➢ Once you received an email with list of records for destruction, confirm that "Sufficient quality & data backup complete" for the patient records.
 ➢ Follow the process below:

 ➢ Click the drop-down box next to the notes column
 ➢ Select **one** response from the above responses
 ➢ Complete this for every patient on the list
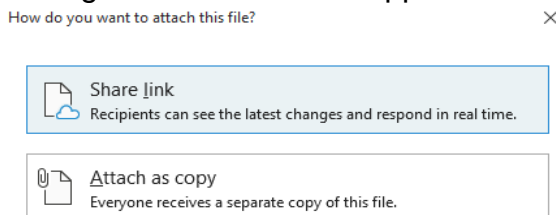 ➢ Ensure there is a response chosen for each patient

 ➢ The Excel file will update once you start choosing your responses
 ➢ It will let you know how many documents you have still to complete in RED
 ➢ When all documents have a response, the boxes will turn GREEN (see above)
 ➢ Click file and **"Save As"** using the same name on the file, this will begin with your practice code

- Save the Excel sheet to your computer
- All Excel files need to be saved and reattached to be sent back to nss.vwdsmr1@nhs.scot
- **NOTE: No other email address will be used for the destruction process**

Process for sending completed excel file back to the automated email:
- As the process is automated it will not read links to SharePoint
- Hit reply to the email nss.vwdsmr1@nhs.scot
- Attach your completed Excel spreadsheet using the same name on the file, this will begin with your practice code
- If using O365 this box will appear

How do you want to attach this file?   ✕

Share link
Recipients can see the latest changes and respond in real time.

Attach as copy
Everyone receives a separate copy of this file.

- **Select attach as copy**
- If using an older system attach Excel file in the usual way.
- Once Excel file is attached send it back to nss.vwdsmr1@nhs.scot

NOTE: If you have any queries regarding this process, please email our Team NSS.scandestruction@nhs.scot

PSD Records Scanning Destruction Information Video
https://www.nss.nhs.scot/media/3111/inkedinkedrecording-of-how-gps-should-fill-in-excel-sheet-20220901_155045-meeting-recording-redacted-v2.mp4

Further information on records scanning can be found
https://www.nss.nhs.scot/publications/good-practice-monthly-newsletter-to-gp-practices/

Flow Chart for Record Scanning Destruction Process

Practice receives

automated email from

nss.vwdsmr1@nhs.scot

Attached will be the Excel list of patient's records that are due for destruction

Confirm that:

Sufficient quality & data backup complete

Process:

    a. Click the drop-down box in the notes column
    b. Select one response for every patient
    c. Excel file will be updated when you start choosing responses
    d. Outstanding responses – RED
    e. Completed responses – GREEN
    f. "Save As" the Excel file in your local disk of your computer using the same name of the file, this will begin with your practice code

No Issues

Reattached the updated Excel file and send it back to:

nss.vwdsmr1@nhs.scot

Queries

Any queries regarding the process please email our team:

NSS.scandestruction@nhs.scot