

Missing / Incomplete
Medical Records Checklist
– Enquiry to GP Practice

Missing / Incomplete Medical Records – Enquiry to GP Practice

Before asking Practitioner Services to instigate a search for missing notes it is important to establish that medical records/notes are actually missing. Please complete the checklist below and return to Practitioner Services.

Patient Details

Patient Name

CHI Number

Checklist Completion

We would appreciate if you can annotate the attached checklist boxes with Yes, No or N/A as appropriate, and return the completed form to nss.psdinquiries-general@nhs.scot

Please provide additional information or supporting documentation relevant to the search.

Checks to complete by GP practice

Check for Electronic Medical Records	Date of Check / Initials	Comments (Yes/No/N/A) or any other relevant information
Checked for records waiting to be returned to Practitioner Services.		
Confirm full record has been exported		
Check to ensure Patient Summary was included in the exported record		
Has the records been back scanned at your practice (only answer if applicable)		
Check for Paper Medical Records	Date of Check / Initials	Comments (Yes/No/N/A) or any other relevant information
Checked for records waiting to be returned to Practitioner Services.		
Has the paper been sent (if applicable?) Please provide dates where possible.		
Search made under all names supplied. e.g. previous surnames / known as names		
Records of patients with a similar surname checked.		

Check for Paper Medical Records (Continued)	Date of Check / Initials	Comments (Yes/No/N/A) or any other relevant information
Physical check of all shelves.		
Physical check of additional storage areas e.g. cupboards/attic/basement).		
Search undertaken at the branch surgery (if appropriate).		
Search undertaken at other premises (e.g. Nursing Home / School / establishment).		
Checked for previous volumes stored in a different location.		

Additional Information

Checklist Completion

Practice Name

Practice Reference Number

Practice Manager's Name

Practice Manager's Signature

Date

Return Form to Practitioner Services Mailbox:

Please return form within 14 days from date of email:

nss.psdenquiries-general@nhs.scot