

FOI 071/2023 Response

Clinical Coding

- 1. Please can you share a copy of your Clinical Coding policy if you hold this information?**

As of 2021, the Trust no longer clinically codes and therefore we do not have a clinical coding policy.

- 2. Please can you share if you hold any Standard Operating Procedures, Guidance, process guides for the clinical coding function?**

- N/A -Please refer to the response provided in question 1.

Data Quality

- 3. Please can you share a copy of your Data Quality policy if you hold this information?**

The only dedicated data quality function in our Trust is within the corporate informatics team. The team has a limited remit of validating and correcting/updating core demographic details for service users and merging clinical system patient records when duplicates are identified.

The demographic fields concerned are name, sex, date of birth, address, GP practice and NHS number, and the written procedures we have are as follow:

01 - Finding NHS numbers – process for manually finding NHS numbers for patients where automated traces are unsuccessful or ambiguous

02 - Merging Duplicate RiO Records – process for merging duplicate records on Rio once identified

03 - Data Quality Tools document describing the functionality of our in-house DQtools app, used to present potential data quality issues with client records to DQ staff for resolution

Please see attachments for the afore mentioned procedures.

- 4. Please can you share if you hold any Standard operating Procedures, Guidance of process guides for staff working in the Data Quality Function?**

Please find attached the following procedures and policy:

01 - Finding NHS numbers – process for manually finding NHS numbers for patients where automated traces are unsuccessful or ambiguous

02 - Merging Duplicate RiO Records – process for merging duplicate records on Rio once identified

03 - Data Quality Tools document describing the functionality of our in-house DQtools app, used to present potential data quality issues with client records to DQ staff for resolution

04 - Data Quality Policy.