

PROTOCOL

ADOPTION PROCESS

Introduction

The adopted name is the only name to use on the front of the medical record envelope and in any communications.

The pre-adoptive information should be regarded as confidential. If there is a professional need to use this information, please take care on its disclosure.

Process for Administrative Staff

- If we receive an electronic deduction with reason 'Adopted child' – **do not deduct** until letter is received from NHS England detailing deduction/re-registration instructions.
- Find the paper medical record and give to the Practice Manager.
- The letter will be received in the green bag, marked 'attention of the Practice Manager, private and confidential'. Please give this to the Practice Manager. The letter will give details of the new name and NHS number.

Process to be completed by senior member of staff i.e. Practice Manager

- When letter received, deduct as instructed, close the patient, and process as send and receive.
- Re-register the patient using only the name given and the new NHS number.
- **Do not** save birth name, previous name or old NHS number.
- Follow any other instructions in the letter.
- A new medical record envelope will be issued shortly afterwards showing only the new details. A letter from the NHS Central Register will be stapled to the envelope. Any paper records must be transferred to the new envelope – the old envelope **must not be used** with name/NHS number crossed out.
- Parents may bring the adoption certificate to the Practice, unaware that we receive these instructions. Please check if the change of name has already been actioned: if not, give a copy of the certificate to the Practice Manager to check that details arrive shortly. **This copy must be shredded when NHS England letter is received.**
- Stick a pre-printed label on the front of the medical record envelope marked '**Confidential patient data - take care on disclosure of information**'

- **Enter .9R1** (Confidential patient data held) as heading on the clinical system record and free text **'take care on disclosure of information.'**
- Scan the letter from NHS Central Register, under above heading and using the type 'correspondence' on apolloscan. **Make letter 'hidden' as sensitive information (to be viewed by doctors only).** Double-click on heading, click 'more', under 'author' choose 'doctors'. Heading changes to 'Administration details'.
- The scanned letter will not be allowed to be opened or printed by surgery staff for inclusion in notes transferred to a new GP. Therefore, the NHS Central Register letter should be sealed in an envelope (not self-seal), with the practice stamp over the seal and a pre-printed label on the front marked **'Confidential patient data - take care on disclosure of information'** and placed in the front of the Lloyd George. This will ensure that the data is transferred securely, should the patient move practice.
- Print any previously scanned documents, **blank out old name** and add new name, delete from record and re-scan.
- **Blank out old name from paper records**, add new name, photocopy (labels could be peeled off) and add to Lloyd George. **Shred originals.**
- Care will need to be taken when transfer of notes via 'GP to GP', but we understand that the information will remain available for GP's only to access.