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|  | IQAP Guidance for the Identification of Patient Records and Images within Interim RIS/PACS Solutions | | | |
| | Programme | NPFIT | Document Record ID Key | |
| | Sub-Prog / Project | IQAP | NPFIT-FNT-TO-DQM-0134.09 | |
| | Prog. Director | Ken Lunn | Status | Approved |
| | Owner | Nicci Wilson | Version | 2.0 |
| | Author | Rae Long | Version Date | 09/09/2008 |

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Amendment History:

| Version | Date | Amendment History |
|---------|----------|---|
| 0.1 | 11/05/06 | First draft for comment |
| 0.2 | 21/06/06 | Second Draft Updated with comments from 1 st review. Issued for comment. |
| 0.3 | 14/07/06 | Document issued for approval |
| 0.4 | 11/01/07 | Document revised after further review |
| 0.5 | 25/01/07 | Document issued for approval |
| 0.6 | 20/02/07 | Document revised after further review |
| 0.7 | 27/02/08 | Updated following introduction of Standards Consulting Group Change of Author Removed historic introduction Updated to correct standard format and copyright |
| 0.8 | 22/08/08 | Approved with comments from IQAP Editorial Board |
| 0.9 | 09/09/08 | Updated following comments from the PACS team |

Forecast Changes:

| Anticipated Change | When |
|--------------------|------------|
| Annual Review | March 2009 |
| | |

Reviewers:

This document must be reviewed by the following:

| Name | Signature | Title / Responsibility | Date | Version |
|-----------------|-----------------|-----------------------------|----------|---------|
| Nicci Wilson | Nicci Wilson | IQAP Senior Project Manager | 20/02/06 | 0.6 |
| Davie Hay | Davie Hay | IQAP | 20/02/06 | 0.6 |
| Mary Barber | Mary Barber | Programme Director | 20/02/06 | 0.8 |
| Dominic Kirkman | Dominic Kirkman | Project Lead RIS/PACS | 20/02/06 | 0.8 |
| Shaun Fletcher | Shaun Fletcher | Lead Architect | 20/02/06 | 0.8 |

Approvals:

This document must be approved by the following:

| Name | Signature | Title / Responsibility | Date | Version |
|----------------------|-----------|------------------------|----------|---------|
| Ken Lunn | | Head of Data Standards | 27/02/08 | 0.7 |
| IQAP Editorial Board | | | 27/02/08 | 0.7 |
| Mary Barber | | Programme Director | 27/02/08 | 0.8 |

Distribution:

This document is intended for distribution to:

NHS Trusts – RIS and PACS project implementation teams

PACS Programme PMO's

Document Status:

This is a controlled document.

Whilst this document may be printed, the electronic version maintained in FileCM is the controlled copy. Any printed copies of the document are not controlled.

Related Documents:

These documents will provide additional information.

| Ref no | Doc Reference Number | Title | Version |
|--------|------------------------|------------------------------------|---------|
| 1 | NPFIT-SHR-QMS-PRP-0015 | Glossary of Terms Consolidated.doc | 13 |

Glossary of Terms:

List any new terms created in this document. Mail the NPO Quality Manager to have these included in the master glossary above [1].

| Term | Acronym | Definition |
|---|----------|---|
| Radiology Information System/Picture Archive and Communication System | RIS/PACS | Identifies the two principle products which together enable the creation, storage and retrieval of clinical images |
| Organisation Data Services | ODS | Formerly known as the National Administrative Codes Service (NACS) – The Organisation Data Service (ODS) provides unique identification codes for organisational entities of interest to the NHS, for example NHS Trusts or PCTs, organisation sites such as hospitals, or GP Practices. The codes are distributed to the wider NHS and uploaded on to IT systems, thus providing a set of organisational data and organisation types, names, addresses etc that are consistent across the board. |

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1 Purpose

The purpose of this document is to give guidance to NHS Acute Trusts to assist in the unique identification of records and associated images, during the period when the availability of NHS numbers for every patient encountered may not be possible. The method outlined in the document may also assist in the prevention of any new duplicates being established on existing RIS or associated PACS systems prior to the availability of the strategic RIS/PACS solution.

2 Background

The requirement for this guidance arises following meetings between system Supplier representatives, Cluster and Central team RIS/PACS representatives, and IQAP representatives to discuss the method of patient identification to be employed during the implementation period. The period of time during which this proposal should remain active will depend on the progress and implementation of the NHS Care Records Service programme.

The use of the NHS number is fundamental to the successful implementation of NPfIT. The Output Based Specification (OBS) for the NHS Care Record services placed a central role upon the NHS number to ensure that care records are unambiguously and safely linked, using the NHS number as a primary identifier. The OBS requires LSP's to ensure that records will not be placed upon the national 'spine' without an NHS number. This is reflected in the Contract Schedules.

The data flows which support the RIS/PACS implementations rely heavily on the quality of the data and local identifiers supplied from each of the associated Patient Administration Systems (PAS) employed in the participating Trusts. PAS systems are generally considered to hold the local master patient index from which all other electronic patient records and demographic details are related.

It is not yet possible to ensure that every patient encountered throughout the Service will be registered with a primary care provider, and have an allocated NHS number in the current format. The functionality to create NHS numbers for such encounters is currently limited to GP systems and secondary care products which are capable of supporting the 2005/5 release.

During the recent implementation of RIS and PACS solutions it was recognised, that in the absence of verified NHS numbers the RIS would be expected to rely on the identification offered by the local PAS system. A position could occur whereby the same numerical identifier could be generated by different organisations for different patients

An original proposal to add a single alpha character prefix to the local identifier was discounted on the basis that insufficient characters existed to support this proposal across regions. Similarly, allowing a locally defined prefix was discounted on the basis that it may not be unique and that it may not be understood outside of the specific location and would not aid correct identification in the future when changes occur in the topography of the Health Service.

3 Proposal

Where the verified NHS number is not available at the point of treatment the local patient identification data should be immediately prefixed with the unique organisational identification code, as provided by the Organisation Data Services (ODS)¹.

The resultant structure of the Unique Patient Identifier for use when the patient does not have a verified NHS number will require the addition of the NACS code as an immediate prefix to the local patient identifier within a PACS environment which supports multiple organisations such as cluster PACS stores.

4 Summary

The guidance utilises a nationally understood organisational code together with a local patient identifier. This ensures that those images produced with the current products, which do not have the verified patient NHS number contained within the data, will be identifiable at any time in the future by reference to the ODS code for location together with the local system identifier.

This is believed to be the only nationally understood unique method of patient identification in the absence of the patient's verified NHS number.

An example of the identifier would be "CRB01nnnnnnnnnn" where CRB01 is the local ODS code in full followed by the local PAS identifier (nnnn's)

Once the availability of NHS numbers is guaranteed for every patient encounter the NHS number will become the unique primary identifier for all centrally stored images.

¹ <http://www.connectingforhealth.nhs.uk/systemsandservices/data/nacs>

Appendix 1 – Additional Reference Materials

| | |
|---------------------------|---|
| Organisation Data Service | http://www.connectingforhealth.nhs.uk/systemsandservices/data/nacs |
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