

MISPLACED CLINICAL RECORDS PROCEDURE – CPG9e

APPENDIX 2

EPUT

MISPLACED FILE LOG REGISTER

Log No:	
File Unique Identifier	
NHS Number	
File (Patient) Name	
Date Notified Missing / Stolen	
Reported By (Name & Designation)	
Date Reported to Trust Records Manager/ Information Governance Team	
Date Reported to Caldicott / SIRO	
Date Reported to Police (stolen records only)	
Recovered By & Where (Name, Date, Location)	
Date Patient Informed (if applicable)	
IRF Datix reporting date	
IRF Datix reference number	