



Service Priorities and Programmes Electronic Presentations

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A self-developed system to enhance medical record security through “Registered Mail” mechanism

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Introduction

Medical record security has always been a big concern for hospitals especially when transfer of records is necessary. Owing to the redevelopment of Kwong Wah Hospital, our Central Medical Record Store (CMRS) has been relocated to Kowloon Hospital, making transfer between the two hospitals becomes unavoidable. In view of this, Health Information and Records Management Department and the Information and Technology Unit have collaboratively developed Medical Record Identification System (MRIS), which serves to trace the path of medical records transfer on each delivery point. The system has been in service since May 2015.

Objectives

To enhance medical record security through providing detailed information on the transfer route of medical record between KWH and KH.

Methodology

Similar to registered mail mechanism, medical records were registered on each delivery point on the transfer route, instead of traditional end-to-end registration. This allowed tracing of medical record became more accurate. An example of the transfer from KH to KWH is indicated as follow: 1. In CMRS (KH) - Each record and transfer box is confirmed departure via barcode scanning 2. On delivery truck - Each transfer box is confirmed to be put on a certain truck via barcode scanning 3. In Portering Team (KWH) - Each transfer box delivered to CDPT is confirmed arrival via barcode scanning 4. Ward / Central Appointment Office (KWH) - Each record is confirmed arrival to ward or CAO via barcode scanning

Result

Zero loss of medical records had been reported since the use of MRIS. The detailed registration of the transfer pathway was efficient in enhancing medical record security. Further promotion within KWH is encouraged.