DATA MANAGEMENT POLICY

Statement

The recording of data within the service is under the management and control of Luke Minshall, who is the Senior Information Risk Office for the organisation.

The quality of data, the use of templates and the use of specific coding, events and tasks are reviewed on an ongoing basis and the findings are discussed at weekly access and performance meetings.

Luke Minshall is responsible for overall coding and data quality issues within the service and will ensure accuracy and consistency in coding and service information among both the clinicians and the administrative or casual staff.

Alex Buckley is responsible for audit and exception identification and reporting within the organisation.

It is the responsibility of Patient Services Team to distribute updates Read / SNOMED codes as and when they become available.

Signed:

Senior Information Risk Officer
Date: 26/02/2019