

List of Documentation found in Law Hospital July 2008

Item	Material Found	No Off	Location	Department	Comments	Readily Identifiable Patient information
1	X-ray envelope with patient films	1	A -Block	X ray	Items found in the x-ray room adjacent to theatre in an area not readily visible without moving equipment	Yes
2	Laboratory reports	12	Labs	Haematology	Items found in a secure filing cabinet. Drawers were empty but cabinet had to be destroyed to remove documents	Yes
3	Theatre day books	2	B Block	Theatre	Books found lying in cupboard in Theatre Managers office	Yes
4	Patient Labels	Various	B Block	Records	These are small labels which are 75mm x 25 mm which are printed off en-mass when a patient is admitted to Hospital. These were found being cupboards	Yes
5	Clinical list	arious	B Block	Records	These items were found down the side of a cupboard .	No
6	Patient Cards	Various	B Block	Records	Items found in records area amongst general rubbish	Yes
7	General Correspondence	Several	B Block	Medical Illustration	A file containing correspondence to various members of staff	No
8	35 mm Slides	1 tub	B Block	Medical Illustration	Slides showing clinical procedures which had been earmarked for disposal were found in a secured sharps bin which NHSL staff had to break open. This bin should have been disposed of by incineration	No
9	X-Ray	3	B Block	Orthopaedic training room	X-rays of injuries used for training no patient information except name	No
10	Teaching Aids	1 box	B Block	Orthopaedic training room	A box of bones including a partial skull which was used as a training aid was found in a box with other bones etc.	No
11	8mm Film Reels	4 reels	B Block	Medical Illustration	Exposed films on an 8mm projection reel found in Medical illustration	No
12	Time sheets	several	B Block	A&E	Found in nurses office	No
13	Photographs	several	B Block	Orthopaedic training room	Several photographs of injuries and clinical procedures	No
14	X-ray Diaries (day books)	4	B Block	X-ray	Books containing patients name but no other identifier except procedure undertaken	No

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15	Nurses Home visit book	1	C block	Secretaries office	Book found behind drawers in cupboard	No
16	Drugs register Nurses book	1	D Block	Ward 29	Book found behind cupboard	Yes
17	Personnel records	4 boxes	Residences	Corridor 8	Old staff time sheets and cleaning bonus records	No
18	chest x-ray	1	ENT	Reception	One x-ray found lying in corridor- looked as if it had been hidden behind something when vacating the buildings	Yes
19	Clinical Radiographs and other clinical photographs of bones, injuries and particular injuries	30			These are obviously very old since they are printed on thick card. They were included amongst material taken from the Law Hospital site by the BBC reporter and subsequently returned to the Board.	Yes
20	Diaries containing x-ray day lists	4	B Block	X-ray	These are for 1995, 1997, 1998 and 1999. They were included amongst material taken from the Law Hospital site by the BBC reporter and subsequently returned to the Board.	Yes
21	Orthopaedic Clinic chart pull lists	29		Orthopaedic Clinic	These lists date May 2001. They were included amongst material taken from the Law Hospital site by the BBC reporter and subsequently returned to the Board.	Yes
22	BD temperature charts	11			These are dated May 1970. They were included amongst material taken from the Law Hospital site by the BBC reporter and subsequently returned to the Board.	
23	X-rays	6			These are skull and hand and arm x-rays. They were included amongst material taken from the Law Hospital site by the BBC reporter and subsequently returned to the Board.	Yes
24	Lists of names	16 lists			These appear to be lists of names of individuals who have had medical examinations and reports in relation to insurance policies. They were included amongst material taken from the Law Hospital site by the BBC reporter and subsequently returned to the Board.	Yes
25	Lists of names on a sales record	22 lists			These sales records appear to relate to the sales of insurance policies. They were included amongst material taken from the Law Hospital site by the BBC reporter and subsequently returned to the Board.	Yes

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26	Manager's weekly report sheets	6			These sheets appear to relate to production of some sort of another which is not immediately obvious. They were included amongst material taken from the Law Hospital site by the BBC reporter and subsequently returned to the Board.	No
27	Out of Hours standby records	4		X-ray	These are lists of patient names and injuries which were the subject of a x-ray by radiographer on standby in hospital. They were included amongst material taken from the Law Hospital site by the BBC reporter and subsequently returned to the Board.	Yes
28	Divider sheet	1			This appear to be a piece of approximately A4 size card typically used within Medical Records Departments as a divider between banks of Medical Records. This was included amongst material taken from the Law Hospital site by the BBC reporter and subsequently returned to the Board.	Yes
29	Photographic ID badge	1			This was included amongst material taken from the Law Hospital site by the BBC reporter and subsequently returned to the Board.	No

*Other than the Laboratory reports (item 2), the documents listed will be securely disposed of on confirmation from the Office of the Information Commissioner for Scotland that this would be appropriate.

**The Laboratory reports will be integrated with current Laboratory Records

Paperwork found NOT covered by the Data protection act

Several boxes of old estates records were found in an old store at the rear of the hospital. These records were to be retained in order that they were to be destroyed when the buildings were demolished. These are the records which are shown on certain web sites and classed as patient records. These are NOT patient records