

Packing medical records ready for movement - checklist

Action	Further information	Step complete (tick box)
Receive tracking label from CitySprint		<input type="checkbox"/>
Match the patient's details on the left-hand tracking label with patient medical record		<input type="checkbox"/>
Does the left-hand label contain updated patient information?	<ul style="list-style-type: none"> ■ Yes - stick the left-hand label on the front of the medical record ■ No - dispose of the left-hand label securely. 	<input type="checkbox"/>
Place the medical record in a shipping bag(s)	<p>Please place the record for one patient only in each shipping bag</p> <p>Is the medical record too big for one shipping bag?</p> <ul style="list-style-type: none"> ■ There are different size shipping bags available ■ If the patient record is too large for even the biggest shipping bag, you can order additional tracking labels from the portal and spread the record over multiple shipping bags. <p>Need more shipping bags?</p> <ul style="list-style-type: none"> ■ You can order shipping bags on the supplies section of the portal 	<input type="checkbox"/>
Stick the right-hand label on the front of the shipping bag		<input type="checkbox"/>
Seal the bag		<input type="checkbox"/>
Leave for CitySprint to collect and scan		<input type="checkbox"/>