Standard Operating Procedure – Iron Mountain

Date: February 2022

<u>Purpose</u>

For when departments have documents (see definition) that are no longer required to be held on site and need to be retained as per the retention schedule.

Iron Mountain provides a secure, off-site storage as part of the main contract.

<u>Scope</u>

Documents that have been identified as to be retained by users, will file these into an Iron Mountain box whilst keeping an inventory of the contents, a description of contents, a unique box reference and the destruction date.

If a department or user does not have access to Iron Mountain's portal IMConnect (www.ironmountainconnect.com) a request should be sent to uclh.medicalrecordsMH@nhs.net, with details of the department name, budget code, the authorised user name with email address, address & telephone number for where the deliveries and collections will be used which will then enable Medical Records to create an account.

IMConnect

Authorised users will be able to order boxes, labels, arrange collection and deliveries of boxes using their IMConnect username and password.

Iron Mountain will send a Transmittal sheet (attached) for users to complete and labels to enable identification once stored.

It is not recommended that retrieve individual files from a box

Deliveries and collections are usually made within 48 hours, Monday – Friday (08.00-17.00hrs).

<u>Costs</u>

New intake per box £1.46

Cost for storage per box per month £0.15*

Cost for boxes £2.67*

Retrieval per box £0.67

Transport & Handling £0.31 per item

Delivery charge (Per delivery) £17.50

* Box size dependent

Invoicing

For IMConnect activity, Iron Mountain invoice monthly using the current generic Purchase Order issued and it will contain all of the departments with their associated costs. Corporate Finance will forward the charges to the relevant Finance Manager with the spreadsheet confirming the activity.

Destruction

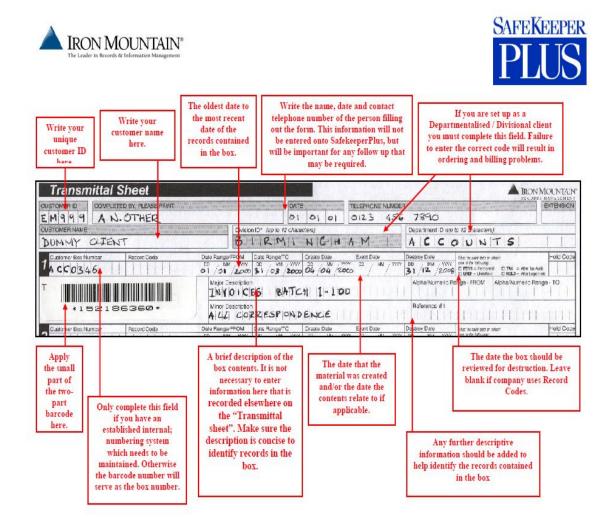
It is the department/division responsibility to instruct Iron Mountain to destroy any boxes that have reached the required date.

There is a charge of £0.96 per box.

Definition of documents

Any document relating to a patient's health as defined below should not

A medical record includes a variety of types of "notes" entered over time by healthcare professionals, recording observations and administration of drugs and therapies, orders for the administration of drugs and therapies, test results, x-rays, reports, etc. The maintenance of complete and accurate medical records is a requirement of health care providers



Sample Transmittal Sheet order code RTS696

The reports you will receive will be easy to read and use if you establish and consistently use codes and abbreviations. IM/219/1 (4 Jul 2002)

Sample Label order code T-Label

