Dr Chaudhurys Practice Data Quality amd Management policy dated 31.12.2018 review date 31.12.2018

Statement

The recording of data within the practice is under the management and control of Dr Chaudhury who is the IT lead GP for the practice.

The quality of data, the use of templates and the use of specific coding is reviewed on an ongoing basis and the findings are discussed at monthly clinical policy meetings, where examples of coding issues are cited as appropriate.

Dr Chaudhury is responsible for overall coding and data quality issues within the practice and will ensure accuracy and consistency in coding among both the clinicians and the administrative or casual staff.

Ann Norman is the non-clinical manager responsible for audit and exception identification and reporting within the practice.

This responsibility is supported by frequent audit and validation of data using QOF and other tools, It is the responsibility of the Doctor and practice manager/ administrator/ summariser to distribute updates Read / SNOMED codes as and when they become available.

Any queries should be addressed to the lead GP.