
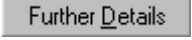




PAPER FILE LOCATION

(Implemented July 2006)

There is the facility on Swift to record where the manual file for the client is held. It is possible to record the location of the main file and any non main files, therefore there may be more than one paper file location recorded for the same person at one time.

Recording Paper File Location

- Click on  (Frontsheet).
- Click on .
- Click on  (Paper File Location)
- If there are previous file locations recorded for this file, check that they have been ended.
- Press  to record a new location.
- Complete the following fields:

File ID

If there is a file ID, for example a Datastor ID or a box number/location for a file in Modern records, enter it here.

Note: for files archived to Modern Records this information will usually be added at a later date as Modern Records provide this after they receive the file. The format for Modern Records file IDs is box number/location number, e.g. 52/75 indicates box 52 in location number 75.

Resp Unit

If this is the main file, enter the key team responsible for the case. If this is **not** the main file, enter the team responsible for this paper file. Refer to the *Frontdesk manual – Finding an Organisation*.

Norm Loc

Enter the office where the file is to be held, e.g. Hexham District Office; Datastor; Modern Records.

Opened

If this is a new file enter the date the file was opened, e.g. the referral date. If this is an existing file that has been transferred to a different office, enter the date the file was placed in this new location.

Notes

Type in one of the following where appropriate:

- ◇ Central Misc Paper Folder.
- ◇ Central Blue Badge Folder.

Main File

If this is the main file, click in the box, otherwise leave it blank.

- Click on .

The following screen will be displayed:

The screenshot shows the 'Frontsheet Further Details' window in the Swift software. The window title is 'ATRN (gdollin) - Swift'. The main content area is titled 'Frontsheet Further Details for Mr Tony Person (72776) 01670 534100 1 Apple Blossom Street, Ashington, Northumb...'. The 'Person's Details' section shows 'Mr Tony Person (72776) 01670 534100 1 Apple Blossom Street, Ashington, Northumb...' and 'Key Responsibility' as 'Gwen Dollin, Bondgate/Felton Team - KEY WORKER, Bondgate/Felton Team 01665'. The 'P Files' tab is selected, showing a list of paper files with 'Bondgate Surgery' selected. The 'Paper File ID & Location' section includes fields for File ID, Subject, or Loc. Text, Closed, Retention, and Archived. The 'Resp. Unit' is 'Bondgate/Felton (Team)(11532)' and 'Norm. Loc.' is 'Bondgate Surgery'. The 'Opened' date is '01-APR-2006'. The 'Main File' checkbox is checked. A table at the bottom has columns for Requested, By, Sent, Location, Loc. Text, and Returned. The status bar at the bottom indicates 'Is this the main paper file for the person?' and 'Record: 1/1'.

Ending the Paper File Location

- Click on **F'sheet** (Frontsheet).
- Click on **Further D**etails.
- Click on **P Files** (Paper File Location).
- Complete the following fields:

Closed

Enter the date the case was closed or, if the file is being transferred to another office, the date of transfer.

- Click on **S**ave.
- If the file is being transferred to Modern Records or to Datastor for storage you will need to record the new paper file location. Refer to the *Frontdesk manual – Paper File Location – Recording Paper File Location*.

Transferring a Paper File to a new File Location

When a case is transferring and the paper file is being transferred to another office, the originating office is responsible for ending the current paper file location and recording the details of the request for transfer. It is the responsibility of the **receiving** office to record the date it was received and the new paper file location.

Recording a Request for File Transfer

It is the responsibility of the originating office to end the current paper file location and record details of the request for transfer.

- Click on **P Files** (Paper File Location).
- Complete the following fields:

Closed

If the case is still open enter the date the file request was made.

Requested

Enter the date the file request was made.

By


Enter the name of the person or team who is requesting the file.

Location

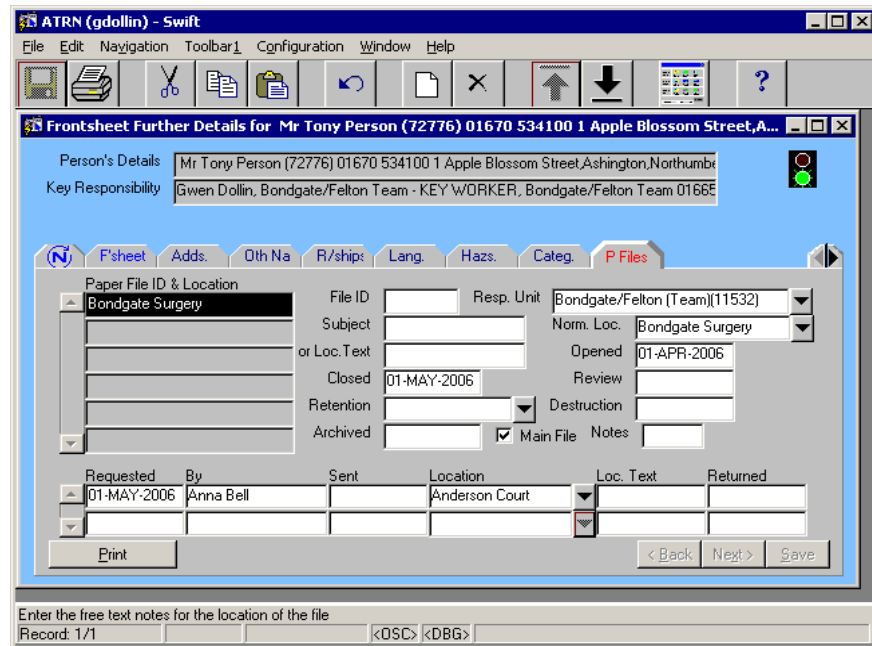
Enter the office who has requested the file.

Returned

If the file is to be returned enter the expected date of return.


- Click on 

The screen may look something like this:



Recording the File has been Received

It is the responsibility of the receiving office to record the receipt of a file and the new file location.

- Click on  (Paper File Location).
- Click in the Paper File ID & Location summary list on the location where the file is originating.
- Complete the following fields:

File Id

If the file is received from Datastor, a number will already be entered in this field. Make a note of the File ID, as you need to enter it in the notes field, and then delete it from this field.

Notes


If the file is received from Datastor, enter the box number deleted from File ID field.

Sent

Enter the date that you **received** the file.

- Click on 

The screen may look something like this:

- Press  and record the new file location. Please refer to the Frontdesk manual – Paper File Location - Recording Paper File Location.

Note: if there is a delay in transferring the file and the new team responsible for the case accrues paperwork before the main file has been transferred, the new team should record an additional file location, not ticked as Main, to show that paperwork is currently being held in two offices.

Once the main file has been transferred and the originating office has updated Swift, the new team should merge all paperwork into one file, delete the temporary non main file location and record the file has been received. Refer to the Frontdesk manual – Paper File Location – Transferring a Paper File to a New File Location – Recording the File has been received section of this manual.

Transferring a Paper File into Storage

When a file is transferred to a storage area, e.g. to Modern Records or to Datastor, it is the responsibility of the originating office to end the current paper file location and record the new file location. Refer to the *Frontdesk manual – Paper File Location – Ending the Paper File Location* and *Frontdesk – Paper File Location – Recording Paper File Location* sections of this manual.

Note: when a non main file is sent to Modern Records, the office transferring the file must send written notification to inform the relevant district office that the case does have another file associated with it and that it is in Modern Records.

This written notification will then be placed on the main file so that anyone looking at that file will be aware of the existence of the file in Modern Records.