

# APPENDIX 1 – LOGGING A MISSING RECORD ON DATIX

## Guidance for logging the incident on Datix – missing files

Incident Type	
* Classification	Records, Information
* Category	Healthcare record
* Sub Category	Missing healthcare record

  

Additional Information	
* Was any equipment involved in the incident?	
* Did medication have a direct impact on this incident?	
* Does this Incident have Information Governance considerations? The answer should be 'yes' if the incident involves personal or sensitive data, including near misses. For example, a breach of confidentiality, theft, loss or misuse of personal data, information security, etc. For further advice, please contact your information governance team	Yes

## Misfiling

Incident Type	
* Classification	Records, Information
* Category	Healthcare record
* Sub Category	Documents misfiled in healthcare record (wrong patient)

  

Additional Information	
* Was any equipment involved in the incident?	
* Did medication have a direct impact on this incident?	
* Does this Incident have Information Governance considerations? The answer should be 'yes' if the incident involves personal or sensitive data, including near misses. For example, a breach of confidentiality, theft, loss or misuse of personal data, information security, etc. For further advice, please contact your information governance team	Yes