

Document and Paper Disposal Policy

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Introduction

1.1 Context

This policy is designed to regulate and manage the processes around invoices, documents, paper scripts etc within the pharmacy.

1.2 Purpose

The policy must be adhered to ensure that all paper which needs to be retained in pharmacy is correct and all paperwork which can be retained elsewhere or disposed of is done so in the correct manner.

1.3 Scope

This applies to all paperwork in the pharmacy which may contain confidential, medical or revenue related information (i.e. sales receipts).

Procedure

2.1 Guide to the process

Paperwork should be cleared from your pharmacy in accordance with the criteria below and on a regular basis to keep your pharmacy and dispensary area clear. Please bear in mind that different types of paperwork require a longer storage period in the pharmacy.

Paperwork that can be disposed of should be shredded or placed in a confidential waste bin.

If you do not have a shredder or confidential waste bin you should contact the Operations Co-ordinator at the support office.

If you have very large quantities of paperwork that can be stored elsewhere you should let the Operations Co-ordinator know.

Document Type	Storage Requirement	Required Storage Period in Pharmacy	Copy / Original must be sent to the Support Office with Monthly Paperwork	Must be sent to Support Office In the weekly mailing to Accounts Payable	Can be boxed and collected by head office for storage	Can be shredded once storage requirement in the pharmacy has expired
Invoices						
<i>Controlled drugs and ULM's</i>	Original Invoices kept in pharmacy	2yrs	Copy Only			√
<i>Uniphar / UD / Eurodrug / PCO / Murrays</i>	Can be boxed up and sent to support office in line with instructions in 2.6	Storage in Pharmacy not required			√	
<i>Veterinary Invoices</i>	Must be kept in the pharmacy	5yrs	Copy Only			√
<i>Other Invoices</i>	Should be sent with your weekly paperwork mailing to Accounts in the support office	Storage in Pharmacy not required		√		
PSI / HSE Documents						
<i>ULM Rx</i>	Must be boxed in line with instructions in 2.6 and kept in the pharmacy	5yrs				√
<i>Veterinary Rx & Register</i>	Must be boxed in line with instructions in 2.6 and kept in the pharmacy	5yrs				√
<i>Regular Rx / Copy Receipts / CD's & Register / High-Tech RX</i>	Must be boxed in line with instructions in 2.6 and kept in the pharmacy	2yrs				√

Paper Type	STORAGE REQUIREMENT	Required Storage Period in Pharmacy	Copy / Original must be sent to the Support Office with Monthly Paperwork	Must be sent to Head Office In the weekly mailing to Accounts Payable	Can be boxed and collected by head office for storage	Can be shredded once storage requirement in the pharmacy has expired
<i>Vaccination Records</i>	Must be boxed in line with instructions in 2.6 and kept in the pharmacy	2ys in Pharmacy 6 yrs Offsite			After two years have lapsed	
<i>Month End Claim Books</i>	12 mths of claim books must be kept in the pharmacy	1yr	√		Historical Claim books outside of 1yr can be boxed up and sent to the Support Office	
<i>Methadone Summary</i>	12 mths must be kept in the pharmacy	1yr	√		Historical Methadone summaries outside of 1yr can be boxed up and sent to the Support Office	
<i>F45 (withholding tax certs)</i>	Send original to Support Office	Not required		√		
Cash Sheets / Monthly Paperwork						
<i>Cash in office sheet</i>	Send monthly to support Office	Not required	√			
<i>Petty Cash Receipts</i>	Sent monthly to support Office in an envelope marked 'pettycash'	Not required	√			
<i>Till reads & Z reports</i>	Must be kept in the pharmacy for 6weeks, thereafter can be sent to Finglas for storage	6wks in pharmacy 6yrs at head office			√	

2.3 Storage process in the pharmacy and transportation to Allcare Support Office

Archive boxes/banker boxes are to be ordered from Staples.

These will help you to organise your paperwork efficiently. The paperwork you need to keep in the pharmacy can be stacked neatly in your pharmacy and those to go to the Support office can be transported easily.



- Paperwork which is to be kept in the pharmacy should be boxed up at the end of each month in bundles pertaining to the year
- Paperwork required in head office should be prepared in your monthly envelope once the claim books arrive
- Paperwork which has been stored in your pharmacy for the required length of time and can now be destroyed can be shredded or put into your confidential waste bin for collection once a month
- For boxes to be sent to Finglas for Storage call the Operations Co-ordinator on 01 428 7709
- You must fill in a cover sheet for **each box** (see appendix 1) and place into plastic pocket which is then sellotaped onto the side of each box.
- The lid must be secured on boxes which are being moved to the Support Office
- **You must file all paperwork in bundles i.e. invoices 2008 – Jan, Feb, Mar / Claim books 2008 – Jan, Feb, Mar (if you are missing any claim books from a particular bundle this should be stated on that bundle. External organisations such as the HSE or revenue may need to access them at some point and so they need to be in correct order.**

Note that boxes sent to Head Office which are not organised correctly will be sent back to the relevant pharmacy to be put in order

3.1 - Historic Pharmacy Paperwork

PHARMACY NAME HERE _____

Pharmacy finance num. _____ Pharmacy address _____

Year(s): _____

Box: _____ OF _____

Details of Paperwork Enclosed:

- _____
- _____
- _____
- _____
- _____
- _____
- _____