

# Standard Operating Procedure – Iron Mountain

Date: February 2022ating Procedure

\* 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



Sample Label order code T-Label

