

**Health records assistant –
access to patient
identifiable data**

Ranjit applies for a job at her local NHS Foundation Trust as a health records assistant. The role is likely to include locating, retrieving, tracking and delivering patients' health records and case notes, ensuring they are kept up to date and are filed away correctly. The area of the hospital that she will be working in is not accessible to patients, but she needs to walk past several wards where patients are being treated to get to her area of work.

Eligibility

Although Ranjit would be providing a health service, this would only involve her having access to patient identifiable data, she would not have access to patients as part of her normal duties. Any access she may have with patients would be limited (e.g. in passing for her to get to her normal place of work).

This position is not eligible for a standard or enhanced DBS check but may be considered for a **basic disclosure**.