

**Information Governance**

Robert Dolan House  
9 Alie Street  
London  
E1 8DE

**Email** [elft.foi@nhs.net](mailto:elft.foi@nhs.net)

**Website:** <https://www.elft.nhs.uk>

14 June 2023

**Our reference: FOI DA4744**

I am responding to your request for information received 16 May 2023. This has been treated as a request under the Freedom of Information Act 2000.

I am now enclosing a response which is attached to the end of this letter. Please do not hesitate to contact me on the contact details above if you have any further queries.

Yours sincerely,

Information Rights Coordinator

If you are dissatisfied with the Trust's response to your FOIA request then you should contact us and we will arrange for an internal review of this decision.

If you remain dissatisfied with the decision following our response to your complaint, you may write to the Information Commissioner for a decision under Section 50 of the Freedom of Information Act 2000. The Information Commissioner can be contacted at:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Tel: 0303 123 1113  
Web: [www.ico.org.uk](http://www.ico.org.uk)

**Please note that the data supplied is not allowed to be re-used and/or published without the explicit consent of East London NHS Foundation Trust. Please contact the signatory to request permission if this is your intention**



We promise to work together creatively to: learn  
'what matters' to everyone, achieve a better quality  
of life and continuously improve our services.  
**We care . We respect . We are inclusive**

**Chief Executive:** Paul Calaminus  
**Chair:** Eileen Taylor

**Request:** I am writing to you under the Freedom of Information Act, to confirm if you hold and are able to share the following information.

### **Clinical Coding**

**Question 1:** Please can you share a copy of your Clinical Coding policy if you hold this information?

**Answer:** The Trust has reviewed question 1 of your request for information under the Freedom of Information Act (FOI) 2000.

Section 21(1) of the FOI Act states:  
*(1) Information which is reasonably accessible to the applicant otherwise than under section 1 is exempt information.*

The information requested is accessible here:

<https://www.elft.nhs.uk/system/files?file=2022-03/Clinical%20Coding%20Policy%201.11.pdf>

**Question 2:** Please can you share if you hold any Standard Operating Procedures, Guidance, process guides for the clinical coding function?

**Answer:** The Trust has reviewed question 2 of your request for information under the Freedom of Information Act (FOI) 2000.

Section 21(1) of the FOI Act states:  
*(1) Information which is reasonably accessible to the applicant otherwise than under section 1 is exempt information.*

The information requested is accessible here:

Point 6.0

<https://www.elft.nhs.uk/system/files?file=2022-03/Clinical%20Coding%20Policy%201.11.pdf>

### **Data Quality**

**Question 3:** Please can you share a copy of your Data Quality policy if you hold this information?

**Answer:** The Trust has reviewed question 3 of your request for information under the Freedom of Information Act (FOI) 2000.

Section 21(1) of the FOI Act states:  
*(1) Information which is reasonably accessible to the applicant otherwise than under section 1 is exempt information.*

The information requested is accessible here:

[https://www.elft.nhs.uk/sites/default/files/2022-01/clinical\\_data\\_quality\\_management\\_procedure\\_3.0.pdf](https://www.elft.nhs.uk/sites/default/files/2022-01/clinical_data_quality_management_procedure_3.0.pdf)

**Question 4:** Please can you share if you hold any Standard operating Procedures, Guidance of process guides for staff working in the Data Quality Function?

**Answer:** The Trust has reviewed question 4 of your request for information under the Freedom of Information Act (FOI) 2000.



We promise to work together creatively to: learn 'what matters' to everyone, achieve a better quality of life and continuously improve our services.  
**We care . We respect . We are inclusive**

**Chief Executive:** Paul Calaminus  
**Chair:** Eileen Taylor

Section 21(1) of the FOI Act states:

*(1) Information which is reasonably accessible to the applicant otherwise than under section 1 is exempt information.*

The information requested is accessible here:

[https://www.elft.nhs.uk/sites/default/files/2022-01/clinical\\_data\\_quality\\_management\\_procedure\\_3.0.pdf](https://www.elft.nhs.uk/sites/default/files/2022-01/clinical_data_quality_management_procedure_3.0.pdf)



We promise to work together creatively to: learn 'what matters' to everyone, achieve a better quality of life and continuously improve our services.  
**We care . We respect . We are inclusive**

**Chief Executive:** Paul Calaminus  
**Chair:** Eileen Taylor