



# Tape Validation Help Guide using the secure courier service

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**Associated documentation**

QA027EG Accounts

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## 1 Introduction

Thank you for purchasing the Tape Validation Service from Egton.

Your back-up is one of the most important areas of your clinical system. Although it does not relate directly to the day-to-day running of your practice, it does ensure that any lost data can be restored in the event of a system failure or catastrophe such as fire, flooding or vandalism. These occurrences are rare but it is better to have a successful back-up that is never required, than to have a system failure or practice emergency and lose vital patient information.

The following information has been provided to help you maintain a smooth validation service by knowing exactly what you need to do in order for Egton to validate your back-up tapes successfully. Please follow the instructions for preparing your tape carefully and ensure you have included all the requested information. Failure to do so may result in a delay in Egton validating your tape, or in some cases we may not be able to complete the validation at all.

We have also included some general advice and information regarding the ongoing maintenance and day-to-day upkeep of your back-up tapes and drive, as well as providing answers to those questions we are most frequently contacted about.

In the event that you have a query that has not been addressed in this guide, please refer to the contact information at the back of this document.

## 2 The validation process

Below is a brief overview of Egton's Tape Validation Service, outlining what happens to your tape once it is received by our Tape Validation Service team.

- n We will arrange the collection of your backup tape via our secure courier service. You will be contacted by our admin team who will inform you of the collection date, drivers name and the identification process. Your tape will be securely transported to the Egton Office ready for the validation process.
- n Your tape is placed into one of the tape drives on our servers to check that the data can be read and restored on a different drive and server other than your own. Whilst a tape may read and write correctly on its own back-up tape drive, it may fail when loaded onto an alternative drive. This may mean that if your existing drive was destroyed, the data could not be restored on your replacement drive.
- n The integrity of your tape is then checked by running a piece of software specifically designed for the Tape Validation Service to do just that. This program then produces a report quoting figures that are specific to your surgery, thus checking the contents of your database. It is your responsibility to check the accuracy of the report and to contact us should any of the information provided not match that of your clinical system.
- n If dummy patient details have been provided, we will access this record and provide a screenshot as further evidence of a valid, working system.
- n Once all of the above tests have been completed and the information has been collated, we compress and encrypt all of your data and write this to optical media – either CD or DVD-ROM, dependent on the size of your database.
- n Your original tape is formatted and returned to you along with your optical disc (CD or DVD-ROM), report and screenshot via our secure courier.

## Preparing your tape for validation

### 1.1 Tape Selection

First, select the tape you will be sending to Egton for validation. This should be the back-up tape from the day before yesterday, providing that back-up was successful according to your system.

There have been a number of occasions where blank or brand new tapes still in their packaging have been sent into Egton for validation. Please take care to select the correct tape.

### 1.2 Setting up a Dummy Patient Record

Before you send your tape to Egton for validation you will need to ensure a dummy patient has been created in your database. This enables us to access your clinical records securely without breaching the data protection act. A guide to setting up a dummy patient has been included for EMIS systems however for a none EMIS clinical system you will have to contact your software provider.

Once you have added your dummy patient, please complete the stamped area on your padded envelope.

If you already have a dummy or test patient set up in your database, there is no need to create another entry. Simply complete using your existing dummy patient details.

### 1.3 Label the Tape

Please ensure you clearly label your back-up tape with your correct EMIS customer number.

### 1.4 Sending your Tape to Egton

Your tape will be collected and returned to you using our secure courier service. A member of the TVS admin team will contact you prior to your validation to make the necessary arrangements. At the time of the call we will confirm the driver's name and identification details. Please make sure you check for appropriate identification before handing over your tape.

## 2 Registering a Dummy patient

### 2.1 LV System

1. From the main menu select menu option “RP” (Register A Patient)
2. The system asks: Are you only registering regular patients?
3. Select “N”
4. From the list of patient types displayed select option “X” (Test or st patients)
5. You will be presented with a registration screen-complete this with fictitious patient data.

Sex:	<b>Male</b>
Surname:	<b>Mouse</b>
Previous Surname:	
Forename(s)	<b>Mickey</b>
Calling Name:	<b>Mickey</b>
Date of Birth:	<b>01/01/04</b>
Title:	<b>Mr</b>
House Name/Flat:	<b>The Mousetrap</b>
No. and Street:	<b>1 Cheese Street</b>
Village:	
Town:	<b>Mouseville</b>
County:	<b>Disneyland</b>
Postcode:	<b>AB1 2CD</b>
Records at:	<b>Some other practice!</b>
Telephone Number:	<b>0800 123456</b>

6. This patient will be assigned a computer number. Keep a record of this along with all other TVS documentation.
7. The system will ask if you want to use the patient registration template. Type “N”.
8. The system then asks if the next patient lives at the same address. Press F1 to exit.

### 2.2 Registering a dummy patient on GV and PCS

1. Click on Registration under Administration (on PCS the registration module can be accessed from the main menu.)
2. Click on New Patient.
3. Select the type of Dummy Patient.
4. If you do not have a patient type ‘Dummy’ you will need to create one by going into Config and New Registration Type. Name it Dummy Patient and check the dummy patient box, click ok followed by File/Close.

5. Complete all the bold fields with your fictitious dummy patient data pressing return after each entry.

Sex:	<b>Male</b>
Surname:	<b>Mouse</b>
Previous Surname:	
Forename(s)	<b>Mickey</b>
Calling Name:	<b>Mickey</b>
Date of Birth:	<b>01/01/04</b>
Title:	<b>Mr</b>
House Name/Flat:	<b>The Mousetrap</b>
No. and Street:	<b>1 Cheese Street</b>
Village:	
Town:	<b>Mouseville</b>
County:	<b>Disneyland</b>
Postcode:	<b>AB1 2CD</b>
Records at:	<b>Some other practice!</b>
Telephone Number:	<b>0800 123456</b>

6. Click F8 to file.

7. The system will then give you a computer number for your dummy patient, make a note of this and keep it safe with your other TVS documentation.

### 2.3 None EMIS clinical software

For information on how to register a dummy patient please contact your system provider.

## **3 IMPORTANT Required Information**

### **3.1 Back-up Dates**

It is vital that you include details of your last back-up, in the format dd/mm/yy.

Egton needs this in order to complete a full and thorough fault diagnosis should an error be found. Each time you complete a system back-up, information is written to a log file. If an error is identified by Egton, it is then referred to EMIS who can check the log files for the dates you have provided so that they can look for any obvious errors or discrepancies that may be causing problem tapes. If you are on a none EMIS clinical system we will contact you with all the information you will need to escalate to your clinical software supplier and where necessary we will liaise with them until the issues are resolved.

### **3.2 Dummy Patient Data**

Please ensure you supply Egton with dummy patient information on each occasion you send in a tape. This information is required so that we can ensure patient data can be accessed on your database when it is read by another server. If a dummy patient record is not supplied, Egton cannot access your database as we would be in breach of the data protection act.

### **3.3 Valid Contact Email Address**

Please ensure you have notified us of the correct email address for the person responsible for your back-up on a day-to-day basis. If this contact changes, please ensure Egton are updated with the new details. This is the only method Egton will use to contact you for updates or queries, and automated system reminders of your next back-up date.

### **3.4 Practice Compliments Slip, EMIS Customer Number, Practice code**

Please ensure that a current compliments slip containing your practice details is enclosed with your tape on every occasion a tape is submitted. Your compliments slip should clearly state your EMIS customer number, as should your back-up tape. You will also need to know your practice code to enable you to complete the collection and return paperwork correctly when the driver arrives at your site. The practice code is vital to ensure the continued accuracy of our data records used to track the transportation of your backup tape.

## 4 Looking After your Tapes & Drive

The following is general information and advice about maintaining your tape drive and back-up tapes to minimise the risk of problems occurring.

### n Allocate back-up responsibility

It is advisable to nominate a sole member of staff (and a deputy in their absence) who will be responsible for checking, changing and storing the back-up tapes. This should avoid any confusion about whether the tape has been changed.

### n Use a daily back-up log

Use a paper back-up log to keep a daily record of your back-ups and their status. This will ensure accurate records and good back-up procedure as well as highlighting any faults as they occur.

### n Use the manufacturers recommended tapes

It is recommended that you only use tapes that have been recommended by your drive manufacturer. This information is displayed on the tapes supplied by EMIS with your tape drive.

### n Tape Rotation

It is essential that tapes are used in rotation and the same tape is not used consecutively. Should an error occur and the same tape has been used, all data may be lost up until the last successful back-up when a different tape was used. It is a good idea to have 2 sets of 'weeknight' tapes, alternated on a weekly basis. One set can then be kept on-site in a data-safe whilst the other is secured off-site preferably in an alternate Health Service building.

### n Back-up History

Check your back-up history regularly. When correctly filled out, the back-up log will provide informative details regarding back-up performance. For example, a gradual increase in failures over time could suggest a deterioration of back-up tapes, a tape failing on a weekly basis indicates a fault with that specific tape.

### n Clean the tape drive

The main cause of back-up failure is a build up of contaminants within the drive. It is therefore important to follow the correct procedures for regular use of the cleaning cartridge:

**DDS Tape Drives:** Hewlett Packard Surestore 2000, 6000, DAT8, DAT24 and DAT40 drives (this information can be found on the drive itself) should be cleaned at least once a week, and after every back-up failure. If building work is being carried out use the cleaning tape every day both morning and evening.

**DLT & Ultrium Tape Drives:** The cleaning cartridge should be used once a month and when the indicator 'clean' light is on.

**NEVER** use swabs or other cleaning materials to clean your tape drive heads as these may damage the device. Write the date and your initials on the label of the cleaning cartridge box every time it is used.

### n Never leave a tape in the back-up unit

Tape wear and tear is another common cause of back-up failure. Never leave a back-up tape or cleaning cartridge in the tape back-up unit when it is not in use. Once your back-up is complete,

**remove the tape as soon as possible and store it securely. Do not insert the replacement tape until as late as possible. This will maximise the life of the tape and reduce the amount of dust entering the tape drive mechanism.**

**n Storage**

**It is recommended that on-site tapes are stored in a “Data Safe”. This should protect them against fire, dust, humidity, magnetic fields and static. Please note that a “Fire Safe” is not the same thing and does not afford the same degree of protection. Tapes taken off-site should ideally be kept securely in another Health Service Building, as should the optical media copy (CD/DVD) that will be returned to you with your back-up tape once validation has been completed.**

**n Tape Lifetime**

**Due to the crucial nature of patient data, all back-up tapes must be replaced at regular intervals.**

**DDS Tape Drives: Tapes should be kept for no longer than a MAXIMUM of 6 months.**

**DLT & Ultrium Tape Drives: Tapes should be kept for no longer than a MAXIMUM of 18 months.**

## 5 General Do's and Don'ts

- ✘ **DON'T force the tape into the tape mechanism.**
- ✘ **DON'T attempt to clean the tape or tape guides inside the cartridge.**
- ✘ **DON'T treat the cartridges roughly.**
- ✘ **DON'T stick extra labels onto the tape – this could cause the cartridge to jam in the tape drive.**
- ✔ **DO report any back-up problems to the EMIS Call Centre on 0845 122 2333 or your clinical supplier.**
- ✔ **DO store cartridges safely in their plastic tape case when not in use.**
- ✔ **DO check your backup history, a gradual increase in back-up failures over time suggests deterioration of back-up tapes.**
- ✔ **DO allocate responsibility for the back-up process at your practice.**
- ✔ **DO store copies of your database securely off-site at another Health Service building.**

## 6 Frequently Asked Questions

Below you will find answers to the questions we are most frequently asked over the phone. We have tried to make this guide as comprehensive as possible, however if the information you need is not contained within this document, please do not hesitate to contact the Egton TVS Team on 0845 125 5525 (Option 2).

- Q.** *Why do we need to set up a dummy patient record?*
- A.** Dummy patients are required to enable the TVS Team to check the data during validation without breaching the Data Protection Act and Patient Confidentiality.
- Q.** *What is on the CD/DVD you have sent me with my validated tape?*
- A.** This is a copy of your database transferred onto optical media for safekeeping.
- Q.** *What do I do with the CD/DVD you have sent me with my validated tape?*
- A.** This needs to be locked away in a data safe, preferably away from the surgery in another Health Service building. This may be used by the EMIS engineer /Clinical Supplier in the event of an emergency or disaster.
- Q.** *Can I re-use my validated tape?*
- A.** Tapes can be re-used provided they are in good condition and have displayed no errors or faults when being validated. If a tape is returned to you with a failed letter referring to “Bad Media” it is advisable to remove this tape for your backup rotation and purchase a replacement.
- Q.** *What happens if there is an error or fault with my tape?*
- A.** If an error is detected the tape will be returned to you with either a red warning sticker on the tape box advising not to reuse the tape again or a yellow caution sticker highlighting the fact the tape has failed. We will also include a letter explaining the problem and asking for another tape to be submitted. If it has failed due to a know error that can be fixed we will escalate the issue for fixing before we request a replacement tape. If your tape it returned with the red warning sticker on we strongly advise that this tape be taken out of rotation and replaced immediately as continued use could have adverse effects on your backup drive and the reliability of all your backup tapes.
- Q.** *When is my next validation due?*
- A.** Validation dates are issued when the contract is taken out. Reminders are sent back with each validation. Dates can also be confirmed by calling Egton TVS Team with your EMIS customer number on 0845 125 5525 (Option 2).
- Q.** *How do I renew the contract?*
- A.** Your TVS contract will be automatically renewed (unless you request otherwise). A month before the renewal date you should receive a letter stating the dates for the next years’ contract. If this does not happen, please contact the Egton Sales Team on 0845 125 5525.
- Q.** *How do I upgrade the number of validations I have per year?*
- A.** Send a signed fax on your practices’ letter-headed paper stating your EMIS customer number and the number of validations you would like to upgrade to, to 0845 124 5246. We will do the rest
- Q.** *Which tape should I send in for validation?*

- A. You should send the tape immediately prior to your last back-up, i.e. the day before yesterday (providing this was successfully backed-up). This is so that you have your most recent back-up on hand should it be needed.**

## 7 Useful Contact Details

### **Egton**

**Stafford House**

**Unit 2 Leathley Road Industrial Estate**

**Leeds**

**West Yorkshire**

**LS10 1BG**

**Tel: 0845 125 5525 (Option 2).**

**Fax: 0845 124 5246**

**Web: [www.egton.net](http://www.egton.net)**

**email: [tv@egton.net](mailto:tv@egton.net)**

### **Egton Sales**

**Tel: 0845 124 5245**

**email: [EgtonSalesTeam@egton.net](mailto:EgtonSalesTeam@egton.net)**

**email: [EgtonSalesAdmin@egton.net](mailto:EgtonSalesAdmin@egton.net)**