

# Freedom of Information Request

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Reference Number: [EPUT.FOI.19.1036](#)  
Date Received: [05 April 2019](#)

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## Information Requested:

1. Does the trust manage the digitisation of its patient records on-site or is this an outsourced service?  
[On site](#)
2. If outsourced who is the current provider, when did the contract start and what is the contract term?  
[n/a](#)
  - a. Was this contract awarded via any Frameworks e.g. CCS RM1063?  
[n/a](#)
  - b. What is the cost of digitising patient records within the trust?  
[n/a](#)
  - c. What is the cost of digitising patient records with outsourced providers?  
[n/a](#)
  - d. What are the trusts targets for having patient files scanned and hard-copy notes available as digital images?  
[n/a](#)
3. If the patient file scanning is provided in house how many staff are involved in:
  - a. Preparing and/or scanning medical records/patient files?  
[Trust is paperlite](#)
  - b. Distributing (delivering or collecting) physical notes around the estate?  
[n/a](#)
  - c. Retrieving and collecting physical notes from on-site stores?  
[n/a](#)
4. What is the volume of patient record creation per day/week/month by the trust (day forward records)?  
[n/a](#)
  - a. Is the scanning of patient records linked to any Document Management systems?  
[Yes](#)
  - b. If so can you confirm which ones are used within the trust?  
[Laserfiche](#)
5. What is your average number of daily created paper records?  
[n/a](#)

6. Does the trust currently scan documents at department level?  
yes
  - a. If so, what hardware is used to scan records?  
Fujitsu scanners  
Ricoh MFD's
  - b. How were they procured?  
Part of original rollout program
  - c. Who in the trust is responsible for the contract management and procurement of these technologies?  
Deputy Director of ITT
7. Please outline which departments are scanning physical paper records and average daily volumes, both back scan and day forward (if they can be separated).  
All departments and approx. 55 documents daily, no back scanning
8. Is there a quality standard to adhere to within the trust for scanning paper notes?  
BS10008
9. Does the trust scan other records than patient files?  
HR, Car leasing, Legal
  - a. If yes could you please supply daily volumes of record scanning?  
Approx. 100 documents per day
  - b. If yes, please also supply types of records which are scanned?  
HR, Car leasing Legal
10. Can you please provide the contact details including email address/format of the trust's IT Director?
  - a. If the IT Director is not responsible for digital transformation, please supply contact details, including email address/format of the person(s) who are.  
Sue Balmford – Sue.balmford@nhs.net
  - b. Please also supply the details of those responsible for managing patient records (scanning, physical storage and delivery etc).  
Kay Blencoe –k.blencoe@nhs.net
11. Could you please supply a current organisational chart for medical records, digitisation services and digital transformation programmes?  
Structure Chart attached

# ITT Directorate

## Electronic Systems and Medical Records

