FOI_183_20/21 – FOI request concerning - Electronic Patient Records & Document Scanning

I confirm that we hold the information as below.

1. **Does the trust manage the digitisation of its patient records on-site or is this an outsourced service?**

   No: There is no requirement for this, we have an EPR.

2. **If outsourced who is the current provider, when did the contract start and what is the contract term?**
   a. **Was this contract awarded via any Frameworks e.g. CCS RM1063?**
   b. **What is the cost of digitising patient records within the trust?**
   c. **What is the cost of digitising patient records with outsourced providers?**
   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?**
   b. **Distributing (delivering or collecting) physical notes around the estate?**
   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)?**
   a. **Is the scanning of patient records linked to any Document Management systems?**
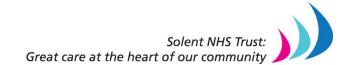   b. **If so can you confirm which ones are used within the trust?**

   N/A

5. **What is your average number of daily created paper records?**

   N/A

6. **Does the trust currently scan documents at department level?**
   a. **If so, what hardware is used to scan records?**
   b. **How were they procured?**
   c. **Who in the trust is responsible for the contract management and procurement of these technologies?**

   N/A

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).**

   N/A

8. **Is there a quality standard to adhere to within the trust for scanning paper notes?**

   N/A

9. **Does the trust scan other records than patient files?**
   a. **If yes could you please supply daily volumes of record scanning?**
   b. **If yes, please also supply types of records which are scanned?**

   N/A

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.**
    b. **Please also supply the details of those responsible for managing patient records (scanning, physical storage and delivery etc).**

    Neil Shazell, Neil.Shazell@solent.nhs.uk

11. **Could you please supply a current organisational chart for medical records, digitisation services and digital transformation programmes?**

    The information being requested, has been made publicly available and in accordance with S21 a copy of our organisational structures can be found https://www.solent.nhs.uk/our-story/corporate-documents/ or link as to where this is saved

12. **Are medical record libraries managed within the trust or outsourced?**
    a. **if outsourced who is the supplier?**
    b. **when was the contract issued and for what period?**
    c. **how many files/boxes are stored off site?**
    d. **if trust libraries are in-house/on-site how many boxes/files are there?**

    Solent NHS Trust does not operate any record libraries, as we hold electronic records