

### FOI Request Response information

<b>FOI request reference:</b>	2018/074
<b>Date request received:</b>	22/03/2018
<b>Date request responded to:</b>	29/03/2018
<b>Category:</b>	IM&T
<b>Tags:</b>	Records, physical, paper, library, store, digital, digitisation, legacy, EDMS, procurement, management, project,

### Request Detail:

- 1.) Where do you store your physical paper medical records? Please indicate all types relevant from below.

In house library

Offsite storage

We do not have any paper records

- 2.) Have you already started to digitise your medical records? YES/NO

If yes, then which records have you digitised?

- Legacy records: Yes/No

If Yes: Is this being done in-house or is this outsourced (if outsourced, what is the name of the provider, and what is the length of this contract?)

- Day Forward Records: Yes/No

If yes: Is this being done in-house or is this outsourced? (if outsourced, what is the name of the provider, and what is the length of this contract?)

- 3.) If you have already started to scan your records how do you host your images?

- EDMS (Electronic Document Management System): Yes/No

If yes: Which EDMS do you use and what is the length of the contract/licence for this service?

- Shared drives: Yes/No

If yes: Are the shared drives managed internally by the Trust or externally by an outside provider? (What is the name of the outside provider, and what is the length of this contract?)

- Online portal: Yes/No

If yes: What online portal does the Trust currently use and what is the length of the contract/licence for this service?

- Other not mentioned above: please provide details of the service used.

4.) If you have not started to scan your medical records when do you expect to start this project?

No Plans, Within 6 months, Within 12 months, Within 18 months, Within 24 months

5.) If you do plan to start scanning your medical records how will you manage the procurement?

- OJEU: Yes/No

- Framework: Yes/No -

If yes: Which framework will you use?

LPP, ESPO, SBS, H.T.E (Health Trust Europe), NOE CPC

- Procurement stage already complete: Yes/No

6.) Who is the person responsible at your organisation for medical record digitisation projects?

If unable to provide individuals name, please provide full job title and name of the department in which the individual is based.

#### Response Detail:

The Trust response to your recent FOI request can be found in the attached pdf document.

**Please click on the paperclip symbol, on the left hand toolbar, to see additional attachments.**