

Freedom of Information request 014569

7/2/19

I would be very grateful if you could possibly supply original digital documents, or scanned copies, of the following information held by your Trust.

Please note – Questions 1, 2 and 6 to 13, all records are created in accordance with the attached policy -- For a copy of the policy please contact dgft.foi@nhs.net quoting reference number 014569

1. Please provide all strategies relating to health records (electronic or paper health records) at your Trust
2. Please provide all policies relating to health records (electronic or paper health records) at your Trust
3. In relation to the implementation of EPR, Clinical EDMS at your Trust, please provide:
 - a. Implementation plans
 - b. Project plans
 - c. Project issue/risk logs
4. In relation to the transition from paper to digital health records at your Trust, please provide:
 - a. Any paper to digital transition plans
 - b. Benefit realisation documents

Response to Q3 & 4 - Regular updates on the Digital Transformation programme which include plans and risks are presented at the Trust Public board meeting and included in the papers from the Digital Trust Programme committee (DTPC). Full Public board paper are published on the Trust Website. <http://www.dgft.nhs.uk/about-us/board-of-directors/board-meetings/>

Please also go to the disclosure log on the Trust website <http://www.dgft.nhs.uk/about-us/freedom-of-information/disclosure-log/> and in the search box type in IT systems

5. In relation to paperless/paperlite outpatient consultations at your Trust, please provide: - Not applicable still paper based
 - a. Policies
 - b. Procedures
 - c. Processes
 - d. Guidance documents
 - e. Process maps
 - f. Process flowcharts
 - g. Service standards/KPIs
6. In relation to the creation of health records for new patients in acute admission wards/emergency departments at your Trust, please provide:
 - a. Policies
 - b. Procedures
 - c. Processes
 - d. Guidance documents
 - e. Process maps
 - f. Process flowcharts
 - g. Service standards/KPIs

7. In relation to the provision and delivery of health records to clinical staff for existing/already known patients in acute admission wards/emergency departments at your Trust, please provide:
 - a. Policies
 - b. Procedures

- c. Processes
- d. Guidance documents
- e. Process maps
- f. Process flowcharts
- g. Service standards/KPIs

8. In relation to the creation of health records for babies delivered at your Trust, please provide:

- a. Policies
- b. Procedures
- c. Processes
- d. Guidance documents
- e. Process maps
- f. Process flowcharts
- g. Service standards/KPIs

9. In relation to the management and prevention of loose clinical documentation/health records at your Trust, please provide:

- a. Policies
- b. Procedures
- c. Processes
- d. Guidance documents
- e. Process maps
- f. Process flowcharts
- g. Service standards/KPIs

10. In relation to the management and prevention of missing or misplaced clinical documentation/health records at your Trust, please provide:

- a. Policies
- b. Procedures
- c. Processes
- d. Guidance documents
- e. Process maps
- f. Process flowcharts
- g. Service standards/KPIs

11. In relation to health records held within E-Referral Service/Choose & Book such as referral letters, how is this shared with, accessed through or manually copied onto your EPR/EDMS at your Trust, please provide:

- a. Policies
- b. Procedures
- c. Processes
- d. Guidance documents
- e. Process maps
- f. Process flowcharts
- g. Service standards/KPIs

12. In relation to the integration of community and acute health records at your Trust, please provide:

- a. Policies
- b. Procedures
- c. Processes
- d. Guidance documents
- e. Process maps
- f. Process flowcharts
- g. Service standards/KPIs

13. In relation to the health record documentation sources defined for use by clinical coders at your Trust, please provide:

- a. Policies
- b. Procedures
- c. Processes
- d. Guidance documents

- e. Process maps
- f. Process flowcharts
- g. Service standards/KPIs

14. In relation to any health records management functions provided by non-NHS suppliers at your Trust, please provide: - Not applicable

- a. Policies
- b. Procedures
- c. Processes
- d. Guidance documents
- e. Process maps
- f. Process flowcharts
- g. Service standards/KPIs
- h. Any information demonstrating benefits attributable to these arrangements