

Date: 22/11/2017

FREEDOM OF INFORMATION REQUEST FOI/013724 - Electronic & Digital Patient Records

1. Does the trust manage the digitization of its patient records or is this outsourced?

In-house

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?

Not applicable

3. What is the volume of patient record creation per day/week/month by the trust (day forward records)?

From 1st November 2016 to 31st October 2017 the Trust raised 23,139 in the year. These are not all new patients as some patients have multiple folders.

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?

Exemption 43 Commercial Interest has been applied as providing the information may compromise information security.

4. If the service is provided in house how many staff are involved in:

a. Sorting the incoming mail

b. Distributing incoming mail

5. What is your average number of daily returned mail items?

All of the Trust's FM services are provided by our PFI Partner, Summit Healthcare. The Trust's contract with our PFI expires after 17th May 2041. The project term is for 40 years.

The Trust's outsourced FM Services are:

Catering

Portering (*the Post Room sits under Portering*)

HSDU

Laundry/Linen Services

Domestic Services

Estates

Transport

Security

Grounds and Gardens

Pest control

Telephone Services/Switchboard

Collection, Transportation and Disposal of health care waste

6. Does the Council currently scan documents at department level?

This is not a Council, however information is not recorded at the Trust

7. Please outline which departments and average daily volumes.

Not recorded

8. Is there a quality standard to adhere to within the trust?

Not recorded

9. Are there any special stationary types used?

Not recorded

10. Does the trust scan other records than patient files?

Yes

11. If yes could you please supply daily volumes of record scanning?

Not recorded

12. If yes, please also supply types of records which are scanned?

Corporate

13. Can you please provide the contact details including email address/format of the trust's IT Director?

Mr Mark Stanton
Chief Information Officer
Russells Hall Hospital
Dudley
West Midlands DY1 2HQ
markstanton@nhs.net

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.

As above

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