

Ref no: 134220318
From: Commercial
Date: 22/03/18
Subject: Record Digitisation Projects

REQUEST

I am writing to you today to request information relating to the digitisation of records by your organisation.

With reference to Jeremy Hunt's directive for a paperless NHS by 2020, I would like to establish where St Helens & Knowsley Teaching Hospitals NHS Trust are within that process and would be grateful if you could respond to the following questions:

- 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

- 1) We store paper health records in the in-house Library.
- 2) We scan legacy records and day forward records in-house.
- 3) The records are scanned into CCube Solutions Electronic Document Management System (EDMS) which is on a rolling contract. The shared drives are managed by the Trust. The Trust currently uses CCube online portal on a rolling contract.
- 4) N/A
- 5) N/A
- 6) N/A – scanning is operational in-house