

Reference Number: FOI/LHCH/2018/064
From: Other
Date: 22 March 2018
Subject: Digitisation of medical records

With reference to Jeremy Hunt's directive for a paperless NHS by 2020, I would like to establish where Liverpool Heart & Chest Hospital NHSF Trust are within that process and would be grateful if you could respond to the following questions:

Q1 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

A1 In house library
Offsite storage

Q2 Have you already started to digitise your medical records? YES/NO
If yes, then which records have you digitised?
a) 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?)
b) 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?)

A2 Yes
a) Yes – being done in-house. Previous contract was held with Capita TDS, scanning contract completed therefore no current outsourced provider now used.
b) Yes – being done in-house.

Q3 If you have already started to scan your records how do you host your images?
a) 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?
b) 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?)
c) 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?
d) Other not mentioned above: please provide details of the service used.

A3 a) Yes. Hyland Onbase – Expires June 2022
b) No
c) No

d) Information not held.

Q4 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

A4 N/A, please refer to A2 above.

Q5 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

A5 N/A, please refer to A2 above.

Q6 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.

A6 Wyn Taylor, Information Governance & Health Records Manager, Health Records Department