

Reference Number: FOI/LHCH/2018/085
From: Private Individual
Date: 09 April 2018
Subject: EDMS/EPR/Document Scanning

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Q1 How many employees do you currently have?

A1 The Trust currently has 1,555 employees

Health Records Scanning Bureau - 4.86 WTE Band 2 Scanning Clerks

Q2 How many scanners (not multifunctional devices) do you currently have to scan paper based documents?

A2 Health Records Scanning Bureau – two

Note although we have standalone scanners – the Trust does not routinely collate or hold information about them centrally as part of its management or performance data. All subsequent responses re scanners relate to the Trust's Scanning Bureau.

Q3 Which brand do you use (i.e. Brother, Canon, Fujitsu, Kodak Alaris etc)?

A3 Kodak

Q4 Which scanner model do you mainly use?

A4 Ngenuity 9000 Series

Q5 Who supplies these scanners?

A5 Kodak Alaris – Purchased and owned by the Trust

Q6 Do you have a contract for these scanners?

A3 No

Q7 If so, when does this expire?

A7 Information Not Held – refer to A6

Q8 What Document Management system(s) do you use?

A8 Hyland Onbase

Q9 What Electronic Patient Record (EPR)/Electronic Healthcare Record (EHR) do you currently use?

A9 AllScripts Sunrise Enterprise

Q10 What is the name, job title, and email address of the person responsible for your scanner fleet?

A10 Wyn Taylor, Information Governance & Health Records Manager,
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from response letter