

Reference Number: FOI/2019/073
From: Commercial
Date: 15 February 2019
Subject: Document Management / Workflow Systems

Q1 Details of the document management/workflow system you use broken down by supplier;

A1 Information exempt under Section 21 of the Freedom of Information Act 2000 - 'Information reasonably accessible to the applicant by other means'.

This information is available on our website, it can be found in our 2018 Disclosure Log, please see FOI Request Ref: 085:

<http://www.lhch.nhs.uk/about-lhch/information-governance/freedom-of-information/disclosure-logs/>

Enter the year into the **Category field** and reference number into the **Title field** then click Search. Select Download to open.

Q2 The original date of purchase or contract start date(s) for your document management/workflow system;

A2 22/06/2018

Q3 Details of how you digitise your documentation whilst ensuring that information is GDPR compliant;

A3 Information exempt under Section 21 of the Freedom of Information Act 2000 - 'Information reasonably accessible to the applicant by other means'.

This information is available on our website, it can be found in our 2018 Disclosure Log, please see FOI Request Ref: 328:

<http://www.lhch.nhs.uk/about-lhch/information-governance/freedom-of-information/disclosure-logs/>

Enter the year into the **Category field** and reference number into the **Title field** then click Search. Select Download to open.

Q4 Details of expenditure on document management for the year 2016, 2017 and 2018 broken down by supplier;

A4 2015/16 - £45,954.68
2016/17 – no spend
2017/18 – no spend

Q5 Details of your document management/workflow contracts due to expire up until 2020, broken down by supplier and date;

A5 Information exempt under Section 21 of the Freedom of Information Act 2000 -

'Information reasonably accessible to the applicant by other means'.

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<http://www.lhch.nhs.uk/about-lhch/information-governance/freedom-of-information/disclosure-logs/?category=&title=apps>

Q6 If relevant, what is the cost of your annual support and maintenance for the year 2016, 2017 and 2018 for your document management/workflow systems;

A6 2015/16 - £45,954.68
2016/17 – no spend
2017/18 – no spend

Q7 Details of software solutions/apps you use broken down by supplier;

A7 Information exempt under Section 21 of the Freedom of Information Act 2000 - 'Information reasonably accessible to the applicant by other means'.

This information is available on our website, it can be found in our Disclosure Logs, please see:

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Q8 The original date of purchase or contract start date(s) for your current document management/workflow system;

A8 Please see A2.

Q9 Details of expenditure on software solutions and apps for the year 2016, 2017 and 2018 broken down by software solutions supplier;

Q9 Information exempt under Section 21 of the Freedom of Information Act 2000 - 'Information reasonably accessible to the applicant by other means'.

This information is available on our website, it can be found in our Disclosure Logs, please see:

<http://www.lhch.nhs.uk/about-lhch/information-governance/freedom-of-information/disclosure-logs/?category=&title=apps>

Q10 Details of software and app contracts due to expire up and until 2020, broken down by supplier and date;

A10 Information exempt under Section 21 of the Freedom of Information Act 2000 - 'Information reasonably accessible to the applicant by other means'.

This information is available on our website, it can be found in our Disclosure Logs, please see:

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Q11 If relevant, what is the cost of annual support and maintenance for the year 2016, 2017 and 2018 for your software solutions and app contracts;

A11 Information exempt under Section 21 of the Freedom of Information Act 2000 - 'Information reasonably accessible to the applicant by other means'.

This information is available on our website, it can be found in our Disclosure Logs, please see:

<http://www.lhch.nhs.uk/about-lhch/information-governance/freedom-of-information/disclosure-logs/?category=&title=apps>

Q12 Details of your main challenge in regards to efficient document management;

A12 Information not held – This is not a request for information held by the Trust

Q13 Details of expenditure for document storage for the year 2016, 2017 and 2018 broken down by date and storage method;

A13 15/16 £55.7k
16/17 £42.5k
17/18 £25.2k

Q14 Details on how you capture and retract important information from scanned/digital documents along with the software and supplier used.

A14 Information exempt under Section 21 of the Freedom of Information Act 2000 - 'Information reasonably accessible to the applicant by other means'.

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