

Reference Number: FOI202223/206
From: Commercial
Date: 02 September 2022
Subject: Scanning or digital extraction software used in post room

Q1 How many inpatients, outpatient and waiting list patients in total is your trust currently responsible for?

A1 70,164 patients. This figure includes all open referrals for inpatients and outpatients, and those currently on waiting lists. It only includes patients once, even if they appear in more than one category.

Q2 How many letters are received by the trust on an annual basis?

A2 Information not held – the Trust does not routinely collate or hold this information centrally as part of its management or performance data.

Q3 Does your print and post room currently scan and distribute inbound communications (i.e., physical letters received by the trust)?

A3 No, the Trust does not currently scan post

Q4 What make of Scanner do you use?

- a. Kodak
- b. Fujitsu
- c. MFD – Copier
- d. Other (please specify)

A4 Information not held – not applicable as per A3

Q5 Do you have scanning software or extraction software linked to your scanner to help identify and categorise your inbound communications?

- a. If yes, who supplies your service
- b. How many images do you validate?
- c. What is the cost of each image communication

A5 Information not held – not applicable as per A3

Q6 Do you currently use an outsourced scanning service?

- a. If yes, who supplies you with your scanning service?
- b. How many images do you send to the supplier a year?
- c. What is the cost of each image / page communication?

A6 No

Q7 What volume of your current inbound post is scanned and sent digitally throughout your organisation?

A7 Zero

Q8 Who has responsibility for digital transformation in your organisation?

A8 Chief Digital and Information Officer – Kate Warriner

Q9 Who is responsible for your post room (i.e., who is your post room manager)?

A9 Head of Facilities – Sharon Hindley

Q10 Who is the Director of IT in your organisation?

A10 As per A8

Q11 Who is the procurement manager responsible for print and post solutions in your organisation?

A11 Head of Procurement – Steven Doran