

Reference Number: FOI/2019/254
From: Commercial
Date: 21 June 2019
Subject: Health Records Digitisation

Q1 Has your Trust digitised its active Health Records by scanning them to an Electronic Document Management (EDM) System?

If Yes, please proceed to Question 2.

If No, please proceed to Question 3.

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 Requests Ref Nos: 064; 085 & 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.

- Q2
1. When did the Trust procure the system?
 2. When did the system go-live within the Trust?
 3. If the projects roll-out has completed, when did the Trust reach a Business as Usual (BAU) state?
 4. Which EDM vendor has the Trust contracted with?
 5. Which scanning provider delivered the scanning contract? If this was delivered by an internal Trust scanning bureau or the Trust transitioned to internal scanning, please provide detail.
 6. At the point of scanning records, was the vendor or internal bureau accredited to BS10008?
 7. Which of the following statements best represents the scanning approach undertaken:
 - a. All physical Health Records have been scanned to the EDM system.
 - b. Only records required for upcoming attendances (On-demand) were scanned, all other records remained as paper and were destroyed in-line with their retention profile.
 - c. A mixture of On-demand scanning and scanning notes which had been historically active recently, leaving inactive notes as paper.

- d. No historic notes were scanned, instead only new records are digitised. The entire Heath Records library is retained until each records retention profile is met.
8. What, if any, benefits has the system provided and over what timeframe? Please define each benefit as Cash Releasing (CR), Non-Cash Releasing (NCR), Qualitative (Q) or Societal (S).
9. Is the Trust still capturing new information by scanning or have electronic forms been implemented? (eForms)
10. If eForms are in use, are these created within the EDM system or another application(s) such as an EPR / eObs or both?
11. If the Trust is still scanning new content into the EDM, are the forms themselves barcoded (bForms) or are separate barcoded sheets used (Classification / Index / Separator Sheets)?
12. Who is responsible for the EDM System and any scanning activities?

A2

1. June 2012
2. 26 June 2013
3. Information not held
4. Third party contract of Hyland OnBase via Allscripts
5. 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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6. Capita TDS completed all scanning processes contractually to confirm with BS10008, along with ISO 9001:2008 and OHSAS 18001:2007
7. This is not a valid request for information as it is asking for perspective and opinion rather than recorded data or information held by the Trust. To clarify the Act provides a right of access to any recorded information held by a public authority and to be valid under Section 8 a request must:
 - a. be in writing;
 - b. include the requester's name and an address for correspondence
 - c. describe the information being requested i.e. they do not 'describe the information being requested'.
8. Information not held
9. Majority of Trust documents now captured in an electronic format
10. Forms created in Trust's EPR
11. Separate barcoded sheets used for classification and indexing in to the patient record.
12. 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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- Q3
1. Is the Trust currently considering options for implementing an EDM and/or scanning activities for Health Records.
 2. Has the Trust prepared a Business Case to consider the benefits and costs of implementing an EDM solution?
 3. Is the Trust waiting for opportunities for central funding support before committing to approving any business case?

A3 Information not held - not applicable as per A1