

Reference Number: FOI202425/179
From: Commercial
Date: 01 August 2024
Subject: Electronic Document Management System (EDMS) and on-site scanning team

Q1 Have you digitised your Medical Records?

A1 Yes

Q2 If so, what Document Management System do you have?

A2 Hyland Onbase

Q3 Does the Trust have a dedicated on-site scanning team for paper records?

A3 Yes

Q4 If the Trust does not have a dedicated on-site scanning team, is there a contract for outsourced document scanning provisions?

A4 Not applicable – As per A3, the Trust has an in-house scanning team.

Q5 Are there departments within the Trust that scan their own documents locally?

A5 Yes - Scanning via Konica Minolta devices direct into Hyland Onbase

Q6 Who is responsible for records/document management programmes/systems? Please provide contact details.

A6 Wyn Taylor, Head of Information Governance Wyn.Taylor@lhch.nhs.uk