Freedom of Information Request

1.	**How many inpatients, outpatient and waiting list patients in total is your trust currently responsible for?** Please see document
2.	**How many letters are received by the trust on an annual basis?** *Amounts vary- 40-60k approx.*
3.	**Does your print and post room currently scan and distribute inbound communications (i.e., physical letters received by the trust)?** No
4.	**What make of Scanner do you use?** *N/A* Kodak Yes/No Fujitsu Yes/No MFD – Copier Yes /No Other (please specify)

5.	**Do you have scanning software or extraction software linked to your scanner to help identify and categorise your inbound communications?** *N/A*
	
	If yes, who supplies your service
	
	        How many images do you validate?
	
	        What is the cost of each image communication

6.	**Do you currently use an outsourced scanning service?** If yes, who supplies you with your scanning service? No How many images do you send to the supplier a year? What is the cost of each image / page communication?
7.	**What volume of your current inbound post in scanned and sent digitally throughout your organisation?** *N/A* Total number scanned letters None
8.	**Who has responsibility for digital transformation in your organisation?** Name Jacqui Page Email Address Jacqui.Page@mkuh.nhs.uk
9.	**Who is responsible for your post room (i.e., who is your post room manager)?** Name Stephen Ngugi Email Address stephen.ngugi@mkuh.nhs.uk
10.	**Who is the Director of IT in your organisation?** Name Email Address ITservicedesk@mkuh.nhs.uk
11.	**Who is the procurement manager responsible for print and post solutions in your organisation?** Name Lisa Johnston Email Address Lisa.Johnston@mkuh.nhs.uk