

Request under Freedom of Information Act 2000

Thank you for your request for information which we received on 19th April 2023
I am pleased to confirm the following.

A. Print and print stock management

1. (a) What is the actual spend on print stock management including printed stationery in the last year broken down by contractual managed stock and ad-hoc (non-stock)?

£38,926 (Not split for contractual)

(b) What is the actual spend on print stock management including printed stationery over the last 5 years broken down by contractual managed stock and ad-hoc (non-stock)?

21-22 £90,509, 20-21 £19,039, 19-20 £30,772, 18-19 £29,080. (Not split for contractual)

2. What is the trust spending on print stock management including printed stationery – both operational and communications spend that isn't covered contractually?

B. Electronic Patient Records EPR

4. Is the department required to maintain paper records as well as digital records of patients?

Paper files are kept for a month and the securely destroyed, with the exception of CTG's, these are stored off site for 25 years.

5. (a) Are EPR systems used alongside paper records or only one of the two?

All paper records are scanned and destroyed as above, with the exception of CTG's.

(b) If only one, please specify which is currently used.

Paper records are scanned onto our Electronic Document Management System (EDM) within 48 hours of receipt to the medical records department.

6. (a) Is there an existing project in place to fully implement EPR to replace all paper records? Documents can be scanned into our eCARE System.

Yes, there is a project in place.

(b) If so, what is the expected timeline for this project?

Summer 2025 for the next phase to be completed.

(c) If not, is there a plan to introduce one?

N/A

C. Document Management Services

1. What is the actual spend on Electronic Documents and Records Management Systems (EDRMS) over the last 5 years?

22-23 £67,645, 21-22 £73,476, 20-21 £72,070, 19-20 £72,070, 18-19 £72,070

2. What is the actual spend on digital mail rooms and/or hybrid mail rooms over the last 5 years?

22-23 £380,723, 21-22 £309,955, 20-21 £148,969, 19-20 £96,292.67

3. What is the actual spend on document scanning over the last 5 years?

Included in question 1

4. What is the actual spend on document storage over the last 5 years?

Included in question 1

5. What is the actual spend on digital dictation over the last 5 years?

22-23 £60,369, 21-22 £70,104, 20-21 £63,857, 19-20 £48,139, 18-19 £27,536

6. What is the actual spend on workflow process automation and cloud services over the last 5 years?

22-23 £1,287,795, 21-22 £545,272, 20-21 £403,321, 19-20 £205,596

7. (a) Are there existing contracts for these services?

(b) If yes, who are the current suppliers broken down by EDRMS, digital mail rooms and/or hybrid mail rooms, workflow process automation 8. (a) Were these contracts awarded following a tender process conducted under a framework?

(b) If so, kindly provide details.

9. When were the contracts awarded, and for what period of time?

10. What are the records retention schedules including any schedules that outline the length of time records are to be retained and their final disposal, such as destruction or transfer to an archive?

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If you need any further assistance, please do not hesitate to contact us at the address above.

Yours sincerely,

Freedom of Information Co-ordinator
For and on behalf of Milton Keynes Hospital NHS Foundation Trust

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