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Milton Keynes
MK6 5LD
Tel: 01908 660033
www.mkhospital.nhs.uk
For people who have hearing loss
Minicom 01908 243924

Request under Freedom of Information Act 2000

Thank you for your request for information which we received on 22 March 2018.

I am pleased to confirm the following:-

1.) Where do you store your physical paper medical records? Please indicate all types relevant from below.

Offsite storage
We do not have any paper records

2.) Have you already started to digitise your medical records?

Yes

If yes, then which records have you digitised?

- **Legacy records:** Yes

If Yes: Is this being done in-house or is this outsourced (if outsourced, what is the name of the provider, and what is the length of this contract?)

All Medical Records are scanned in-house

- **Day Forward Records:** Yes

If yes: Is this being done in-house or is this outsourced? (if outsourced, what is the name of the provider, and what is the length of this contract?)

All Medical Records are scanned in-house

3.) If you have already started to scan your records how do you host your images?

- **EDMS (Electronic Document Management System):** Yes

If yes: Which EDMS do you use and what is the length of the contract/licence for this service?

The company names is C-Cube solutions we have just signed another 5 years with them.

- **Shared drives:** Yes

If yes: Are the shared drives managed internally by the Trust or externally by an outside provider? (What is the name of the outside provider, and what is the length of this contract?)

Our local IT

- **Online portal:** Yes

If yes: What online portal does the Trust currently use and what is the length of the contract/licence for this service?

The company name is C-Cube solutions we have just signed for another 5 years.

- **Other not mentioned above: please provide details of the service used.** N/A

4.) If you have not started to scan your medical records when do you expect to start this project? N/A

5.) If you do plan to start scanning your medical records how will you manage the procurement? N/A

6.) Who is the person responsible at your organisation for medical record digitisation projects?

If unable to provide individuals name, please provide full job title and name of the department in which the individual is based.

Head of Patient services and Head of IT.

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If you are unhappy with the information received in response to this request, please address your complaint to the Patient Affairs Office at Milton Keynes Hospital NHS Foundation Trust, Standing Way, Eaglestone, Milton Keynes MK6 5LD. If, after exhausting our internal process, you are still unhappy with the information received, you may write to the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

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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