

## **Request under Freedom of Information Act 2000**

Thank you for your request for information which we received on 12 October 2018.

I am pleased to confirm the following.

### **Do you utilise a physical Visitor book to sign people in and out of the building?**

No, the Trust uses an electronic system by a company called Inventry – this system tracks visitors to Estates and Contractors working on behalf of the Estates Department, there are two touch screen terminals.

### **Which role is responsible for the process?**

The Facilities Department

### **What information do you capture about the person signing in?**

Name, Company, Contact Number, Who they are coming to see & Vehicle Registration

### **Do you have any Queue Management systems deployed within the hospital that the patient has to take a physical ticket?**

No

### **If the answer is Yes to the above question, can you outline the departments?**

N/A

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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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