

Request under Freedom of Information Act 2000

I am pleased to confirm the following.

1. Does the trust manage the digitisation of its patient records on-site or is this an outsourced service?

We scan on Site onto our EDM system

2. If outsourced who is the current provider, when did the contract start and what is the contract term?

CCube, starting in 2010 just sign for another 5 years

a) Was this contract awarded via any Frameworks e.g. CCS RM1063? Yes

b) What is the cost of digitising patient records within the trust? £48524 Software Hardware
£17302 yearly

c) What is the cost of digitising patient records with outsourced providers? N/A

d) What are the trusts targets for having patient files scanned and hard-copy notes available as digital images? 48 hours for receipts into the Medical Records Department

3. If the patient file scanning is provided in house how many staff are involved in:

a) Preparing and/or scanning medical records/patient files? 16.75 WTE

b) Distributing (delivering or collecting) physical notes around the estate? 1 WTE c. Retrieving and collecting physical notes from on-site stores? N/A

4. What is the volume of patient record creation per day/week/month by the trust (day forward records)? Part records are made up daily on the ward as most of the information is on our PAS system.

a) Is the scanning of patient records linked to any Document Management systems? yes

b) If so, can you confirm which ones are used within the trust? C Cube

5. What is your average number of daily created paper records? On average 1050 for outpatients clinics

6. Does the trust currently scan documents at department level? No

a) If so, what hardware is used to scan records? N/A

b) How were they procured? N/A

c) Who in the trust is responsible for the contract management and procurement of these technologies? Lynn Neat Head of patient access

7. Please outline which departments are scanning physical paper records and average daily volumes, both back scan and day forward (if they can be separated). This isn't split out

8. Is there a quality standard to adhere to within the trust for scanning paper notes? Yes

9. Does the trust scan other records than patient files? No

a) If yes could you please supply daily volumes of record scanning? N/A

b) If yes, please also supply types of records which are scanned? N/A

10. Can you please provide the contact details including email address/format of the trust's IT Director?

Craig York (Craig.York@mkuh.nhs.uk)

a) If the IT Director is not responsible for digital transformation, please supply contact details, including email address/format of the person(s) who are. N/A

b) Please also supply the details of those responsible for managing patient records (scanning, physical storage and delivery etc). Lorraine Taylor and Nicola Jones

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Yours sincerely,

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

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