

Request under Freedom of Information Act 2000

Thank you for your request for information which we received on 14 June 2019.

I am pleased to confirm the following.

Has your Trust digitised its active Health Records by scanning them to an Electronic Document Management (EDM) System? Yes

When did the Trust procure the system? There has been no change since the previous response

When did the system go-live within the Trust? 16.08.2010

If the projects roll-out has completed, when did the Trust reach a Business as Usual (BAU) state? April 2011

Which EDM vendor has the Trust contracted with? C-Cube Solutions

Which scanning provider delivered the scanning contract? If this was delivered by an internal Trust scanning bureau or the Trust transitioned to internal scanning, please provide detail. Hugh Symons

At the point of scanning records, was the vendor or internal bureau accredited to BS10008? There has been change since the previous response

Which of the following statements best represents the scanning approach undertaken: There has been no change since the previous response

- a) All physical Health Records have been scanned to the EDM system.
- b) Only records required for upcoming attendances (On-demand) were scanned, all other records remained as paper and were destroyed in-line with their retention profile.

- c) A mixture of On-demand scanning and scanning notes which had been historically active recently, leaving inactive notes as paper.
- d) No historic notes were scanned, instead only new records are digitised. The entire Health Records library is retained until each records retention profile is met.

What, if any, benefits has the system provided and over what timeframe? Please define each benefit as Cash Releasing (CR), Non-Cash Releasing (NCR), Qualitative (Q) or Societal (S). There has been no change since the previous response

Is the Trust still capturing new information by scanning or have electronic forms been implemented? (eForms) Yes

If eForms are in use, are these created within the EDM system or another application(s) such as an EPR / eObs or both? Another application

If the Trust is still scanning new content into the EDM, are the forms themselves barcoded (bForms) or are separate barcoded sheets used (Classification / Index / Separator Sheets)?

A separate barcode sheet is used.

Who is responsible for the EDM System and any scanning activities? There has been no change since the previous response

Is the Trust currently considering options for implementing an EDM and/or scanning activities for Health Records. There has been no change since the previous response

Has the Trust prepared a Business Case to consider the benefits and costs of implementing an EDM solution? There has been no change since the previous response

Is the Trust waiting for opportunities for central funding support before committing to approving any business case? There has been no change since the previous response

You are advised that this information is provided in accordance with the Freedom of Information Act 2000 and is for your personal use. Any re-use of this information will

be subject to copyright and the Re-Use of Public Sector Information Regulations (1st July 05) and authorisation from Milton Keynes Hospital NHS Foundation Trust will be required. In the event of any re-use, the information must be reproduced accurately and not used in a misleading manner.

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

Any re-use of this information will be subject to the
'Re-use of Public Sector Information Regulations' and best practice.