

Request under Freedom of Information Act 2000

Thank you for your request for information which we received on 27 September 2022.

I am pleased to confirm the following.

1. Do you have a dedicated on-site scanning team for paper records?

1. If so, how many FTE are within the team?

Approx. 23 – 1.5 of these is dedicated for scanning

2. What volumes are the team scanning on a daily / weekly / monthly / annual basis?

This varies based on how many records come back to us from clinics/wards.

3. Are the team scanning legacy records or day forward, or both?

We scan both. We scan legacy records that come down to us from wards and clinics; we also scan referrals for upcoming appointments.

4. What hardware & software is used by the team?

The hardware we use is a Kodak scanner and the software is Capture.

5. Is the hardware leased, rented or was it purchased outright?

Purchased.

6. Who is responsible within the organisation for the procurement of hardware and software? Please supply contact details.

The Medical Records Department 01908 995167

2. If you do not have a dedicated on-site scanning team, is there a contract for outsourced document scanning provisions?

N/A

1. If so, who is this contract with?

2. What is the value of the contract?

3. When is the contract due for renewal?

3. Do you have on-site facilities to store paper records?

We store our paper records for 1 month after scanning and quality checking before these get destroyed/shredded by an external company.

4. Do you have contract(s) for off-site storage?

1. If so, who is the contract with?

Hugh Simmons for CTGs; Crown for some archive records; Restore for A&E casualty cards.

2. Does the contract include scan on demand or digitising services?

No just storage.

3. If so, what volumes of pages / images are scanned daily/weekly/monthly/annually?

N/A

4. What is the annual cost for outsourced scanning – either on-demand or scheduled?

This information is commercially sensitive

5. Are there departments within the organisation that scan their own documents locally?

No

1. If so, what hardware and software is used to manage this?

2. Are volumes captured? If so, what are they?

3. What types of documents are scanned?

6. Who is responsible for records / document management programmes/systems? Please provide contact details.

The Medical Records Team 01908 995167

7. Who manages the contract(s) relationships with hardware providers and outsourced storage or scanning providers? Please provide contact details

The Medical Records Department 01908 995167

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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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