

***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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