Freedom of Information Request 19 188

Our Reference:	**FOI 19 188 / AA / PB**
Name:	
Date:	**13 September 2019**
Address:	

Dear

Further to your Freedom of Information Request, please find the Trust's response below:

We would be grateful if you could clarify your Trusts current position in relation to Health Records digitisation by answering the following questions – we are however aware of a previous FOI submitted in 2013/14. If there has been no change since the previous response, please confirm no change has occurred. If changes have occurred, please review and respond to the below.

1)   Has your Trust digitised its active Health Records by scanning them to an Electronic Document Management (EDM) System?
Humber Teaching NHS Foundation Trust ('the Trust') has not procured an EDMS system. The Trust has scanned documents into our electronic patient records. They are TPP SystmOne and DXC Lorenzo. The Trust are not scanning old records and these remain in storage.

If Yes, please proceed to Question 2.

If No, please proceed to Question 3.

Question 2)
2.1) When did the Trust procure the system?
July 2016 via SBS clinical system framework.

2.2) When did the system go-live within the Trust?
Systems were already live when the new contract was placed in 2016 and scanned and structure information was already being entered into both systems.

2.3) If the projects roll-out has completed, when did the Trust reach a Business as Usual (BAU) state?
The project is complete.

2.4) Which EDM vendor has the Trust contracted with?
TPP for SystmOne and DXC for Lorenzo.

2.5) 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.
The in-house IT and supplies team provide scanning devices across the Trust. The Trust also uses other organisations' scanning devices if the person is a mobile worker.

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2.6) At the point of scanning records, was the vendor or internal bureau accredited to BS10008?
The Trust is unable to provide a response to this question as the information is not recorded.

2.7) Which of the following statements best represents the scanning approach undertaken: - appropriate response is highlighted in blue

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 Heath Records library is retained until each records retention profile is met.

2.8) 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).
The Trust is unable to provide a response to this request as the information is not recorded.

2.9) Is the Trust still capturing new information by scanning or have electronic forms been implemented? (eForms)
External paper documents are scanned. Internal documents are structure electronic forms.

2.10) If eForms are in use, are these created within the EDM system or another application(s) such as an EPR / eObs or both?
The electronic forms are created in TPP SystmOne and DXC Lorenzo.

2.11) 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)?
Bar coding is not used by the Trust.

2.12) Who is responsible for the EDM System and any scanning activities?
The operation services are responsible for scanning the incoming paper information into the clinical system.

Question 3)
3.1) Is the Trust currently considering options for implementing an EDM and/or scanning activities for Health Records. N/A

3.2) Has the Trust prepared a Business Case to consider the benefits and costs of implementing an EDM solution? N/A

3.2) Is the Trust waiting for opportunities for central funding support before committing to approving any business case? N/A

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Kind regards,

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