Freedom of Information Request – 4051

Dear James Paget University Hosps NHS Foundation Trust

I am writing to you today to request information relating to the digitisation of records by your organisation.

With reference to Jeremy Hunt's directive for a paperless NHS by 2020, I would like to establish where James Paget University Hosps NHS Foundation Trust are within that process and would be grateful if you could respond to the following questions:

1.)   Where do you store your physical paper medical records? Please indicate all types relevant from below.
In house library

2.)   Have you already started to digitise your medical records? YES/NO
If yes, then which records have you digitised?
      **Legacy records*:*   *Yes*

         If Yes: Is this being done in-house or is this outsourced (if outsourced, what is the name of the provider, and what is the length of this contract?)
         Both – Gateway Scanning Services Bureau and In-House

      Day Forward Records: *Yes*

         If yes: Is this being done in-house or is this outsourced? (if outsourced, what is the name of the provider, and what is the length of this contract?)
         Both – Gateway Scanning Services Bureau and In-House

3.)   If you have already started to scan your records how do you host your images?

      EDMS (Electronic Document Management System):   *Yes*

If yes: Which EDMS do you use and what is the length of the contract/licence for this service? *Civica e-HR/Windip, 5 years to April 2023*

      Shared drives: *No*

If yes: Are the shared drives managed internally by the Trust or externally by an outside provider? (What is the name of the outside provider, and what is the length of this contract?)

Online portal: *No*

If yes: What online portal does the Trust currently use and what is the length of the contract/licence for this service?

Other not mentioned above: please provide details of the service used.

4.)   If you have not started to scan your medical records when do you expect to start this project? *N/A as scanning complete*

No Plans, Within 6 months, Within 12 months, Within 18 months, Within 24 months

5.)   If you do plan to start scanning your medical records how will you manage the procurement? *N/A as scanning complete*

> **OJEU:**   **Yes/No**

> **Framework: Yes/No -**

If yes: Which framework will you use?

LPP, ESPO, SBS, H.T.E (Health Trust Europe), NOE CPC

Procurement stage already complete: Yes/No

6.)   Who is the person responsible at your organisation for medical record digitisation projects? *Head of Information Services, James Paget University Hospital NHS Foundation Trust Information Services Department*

If unable to provide individuals name, please provide full job title and name of the department in which the individual is based.