

Our reference: /FOI D9349

11th September 2019

Joebloggs@email

Joe Bloggs

Dear Joe,

RE: FREEDOM OF INFORMATION ACT 2000 – INFORMATION REQUEST - REF: D9349

Please find our Trust's response in relation to your request for information under the Freedom of Information Act.

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?*

No.

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?*

2.2) *When did the system go-live within the Trust?*

2.3) *If the projects roll-out has completed, when did the Trust reach a Business as Usual (BAU) state? 2.4) Which EDM vendor has the Trust contracted with?*

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.*

2.6) *At the point of scanning records, was the vendor or internal bureau accredited to BS10008? 2.7) Which of the following statements best represents the scanning approach undertaken:*

The Trust is committed to safeguarding children, young people and vulnerable adults and requires all staff and volunteers to share this commitment.

Greater Manchester Mental Health NHS Foundation Trust, The Curve, Bury New Road, Prestwich, Manchester M25 3BL Tel: 0161 773 9121.



All physical Health Records have been scanned to the EDM system.

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.

A mixture of On-demand scanning and scanning notes which had been historically active recently, leaving inactive notes as paper.

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.

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 (a) or Societal (5).

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

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?

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)?

2.12) Who is responsible for the EDM System and any scanning activities?

N/A.

Question 3)

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

Yes.

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

Not yet.

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

No

I hope the information provided above is to your satisfaction. If you are unhappy with the way, the Trust has handled your request you may request an internal review.

If you require an internal review please write to Sarah McDonald, Head of IM&T Service Delivery, at the address above, who will arrange a review of your case.

If you are not happy with the outcome of the internal review you have the right to apply directly to the Information Commissioner: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Yours sincerely

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The FOI Team
Freedom of Information Department
Greater Manchester MH NHS Foundation Trust

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For any named personnel provided in this Freedom of Information response, they do not wish to receive direct marketing, to do so would contravene GDPR and the Data Protection Act 2018.

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