

Date: 29th March 2018

Re: Freedom of Information Request
Ref: 49- 2018

Thank you for your email dated the 22nd March 2018, requesting information regarding the digitisation of records.

The information that you require is as follows:

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

In house library - Yes

Offsite storage - Yes

We do not have any paper records

- 2.) **Have you already started to digitise your medical records?**

Yes

If yes, then which records have you digitised?

- **Legacy records: Yes/No**

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?)

In-house

- **Day Forward Records: Yes/No**

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?)

In-house

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

Images are hosted in PACS

- EDMS (Electronic Document Management System): **Yes/No**

If yes: Which EDMS do you use and what is the length of the contract/licence for this service?

Kainos Evolve – 10 years

- Shared drives: **Yes/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?)

Internal

- Online portal: **Yes/No**

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

N/A

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

N/A

- 4.) If you have not started to scan your medical records when do you expect to start this project?

In progress as per above

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 already scanning

- 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?

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

**Application Analyst Team Leader, IM&T Department
Sue Eagle – Head of Admin Services**

Should you require any further information please do not hesitate to contact me on the email address provided below.

Please remember to quote the reference number above in any future communications.

If you are dissatisfied with the handling of your request, you have the right to ask for this to be investigated internally.

If you are dissatisfied with the information you have received, you have the right to ask for an internal review.

Both processes will be handled in accordance with our Trust's Freedom of Information Policy and the Freedom of Information Act 2000.

Internal investigation and internal review requests should be submitted within two months of the date of receipt of the response to your original letter and should be addressed to: Freedom of Information Review, The Clatterbridge Cancer Centre NHS Foundation Trust, Clatterbridge Road, Bebington, Wirral, CH63 4JY

If you are not satisfied with the outcome of the internal investigation/review, you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

In order for us to ensure customer satisfaction and to monitor compliance with the Freedom of Information Act 2000, we would be grateful if you could take a couple of minutes to complete a short feedback form via the link below:

<https://www.surveymonkey.co.uk/r/H39RFMM>