



**The Clatterbridge
Cancer Centre**
NHS Foundation Trust

Clatterbridge Road
Bebington
Wirral
CH63 4JY

Tel: 0151 556 5000
Web: www.clatterbridgecc.nhs.uk

Date: 1 April 2019

Re: Freedom of Information Request
Ref: 71- 2019

Thank you for your email dated 6th March 2019 requesting information regarding the digitisation of patient records.

The information that you require is as follows:

1. What approximate percentage of your patient records – i.e. scans, letters, notes and results – are currently digitised?

- Zero
- 1-25%
- 26-50%
- 51-75%
- **76%-99%**
- All of our patient records are currently digitalised

2. Is your NHS Trust planning to digitise all patient records?

- Yes, we expect all records to be digitised within the next one to two years
- Yes, we expect all records to be digitised within the next three to four years

- **Yes, we expect all records to be digitised within the next five to six years**
- **All of our patient records are currently digitalised**
- **We have no plans to digitise patient records**

3. How many paper-based patient records did your NHS Trust collect in Q4 2018 (October, November and December)?

A paper light patient record is created for each patient referred to the Trust as they are registered onto the PAS. The Trust received approximately 2665 referrals between Oct-Dec 2018 and therefore, the same number of paper light records were created.

4. Are members of staff receiving training on how to manage digitised patient records?

Yes- Staff receive role specific training in the use of the Electronic Patient Records and Document Management System. They also undergo Information Governance Training and Data Security Training on an annual basis which covers electronic and paper records.

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>