The Tavistock and Portman NHS Foundation Trust

Freedom of Information Act 2000 disclosure log entry

Reference

21-22014

Date sent

03/06/21

Subject

Electronic Patient Records & Document Scanning

Details of enquiry

1. Does the trust manage the digitisation of its patient records on-site or is this an outsourced service?
2. If outsourced who is the current provider, when did the contract start and what is the contract term?
a. Was this contract awarded via any Frameworks e.g. CCS RM1063?
b. What is the cost of digitising patient records within the trust?
c. What is the cost of digitising patient records with outsourced providers?
d. What are the trusts targets for having patient files scanned and hard-copy notes available as digital images?
3. If the patient file scanning is provided in house how many staff are involved in:
a. Preparing and/or scanning medical records/patient files?
b. Distributing (delivering or collecting) physical notes around the estate?
c. Retrieving and collecting physical notes from on-site stores?
4. Does the trust scan other records than patient files?
a. If yes could you please supply daily volumes of record scanning?
b. If yes, please also supply types of records which are scanned?
5. Can you please provide the contact details including email address/format of the trust's IT Director, CIO and any Digital Transformation executives?
a. Please also supply the details of those responsible for managing patient records (scanning, physical storage and delivery etc).
6. Could you please supply a current organisational chart for medical records, digitisation services and digital transformation programmes?
7. Are medical record libraries (physical patient file storage) managed within the trust by Trust staff on Trust premises or outsourced to a third-party?
a: if outsourced who is the supplier?
b: when was the contract issued and for what period?

c: how many files/boxes are stored off site?

d: if trust libraries are in-house/on-site how many boxes/files are there?

e: how much does the trust spend annually on outsourced storage contracts for patient files

Response sent

1.Does the trust manage the digitisation of its patient records on-site or is this an outsourced service? In-house

2. If outsourced who is the current provider, when did the contract start and what is the contract term?

a. Was this contract awarded via any Frameworks e.g. CCS RM1063?

b. What is the cost of digitising patient records within the trust?

c. What is the cost of digitising patient records with outsourced providers?

d. What are the trusts targets for having patient files scanned and hard-copy notes available as digital images?

3. If the patient file scanning is provided in house how many staff are involved in: We do not hold recorded information to answer your questions

a. Preparing and/or scanning medical records/patient files?

b. Distributing (delivering or collecting) physical notes around the estate?

c. Retrieving and collecting physical notes from on-site stores?

4. Does the trust scan other records than patient files? If they are sent to us on paper, they will be scanned.

a. If yes could you please supply daily volumes of record scanning? We do not hold recorded information to answer your questions.

b. If yes, please also supply types of records which are scanned? As above

5. Can you please provide the contact details including email address/format of the trust's IT Director, CIO and any Digital Transformation executives? IMTManagementteam@tavi-port.nhs.uk

a. Please also supply the details of those responsible for managing patient records (scanning, physical storage and delivery etc). All staff whose role includes managing patient records

6. Could you please supply a current organisational chart for medical records, digitisation services and digital transformation programmes? We do an organisational structure chart for this function

7. Are medical record libraries (physical patient file storage) managed within the trust by Trust staff on Trust premises or outsourced to a third-party? On-premise

a: if outsourced who is the supplier?

b: when was the contract issued and for what period?

c: how many files/boxes are stored off site?

d: if trust libraries are in-house/on-site how many boxes/files are there? We do not hold recorded data on exact numbers.

e: how much does the trust spend annually on outsourced storage contracts for patient files N/A