The Tavistock and Portman NHS

NHS Foundation Trust

Freedom of Information Act 2000 disclosure log entry

Reference

17-18364

Date sent

16/04/2018

Subject

Digitisation of Patients Records

Details of enquiry

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

      In house library

      Offsite storage

      We do not have any paper records

2.) Have you already started to digitise your medical records? YES/NO

    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?)
- 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?)

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

- 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?
    - 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?)
    - 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?
    - 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?
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?

- 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.

Response Sent

1.) Where do you store your physical paper medical records? Please indicate all types relevant from below.
The Trust hold very limited patient records following a move to a single Electronic Patient Record in 2015 with all legacy records scanned at that time.

2.) Have you already started to digitise your medical records? YES/NO
Yes

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
Work already complete – undertaken at the time by High Simmons

Day Forward Records: 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?)
Requirements for day forward scanning are limited, as most records are created electronically end-to-end in the electronic patient record. The limited scanning required (e.g. inbound paper referrals) is done by in-house teams.

3.) If you have already started to scan your records how do you host your images?
- Other not mentioned above: please provide details of the service used.
All records are fully scanned into our electronic patient record already.

4.) If you have not started to scan your medical records when do you expect to start this project?
No Plans, Within 6 months, Within 12 months, Within 18 months, Within 24 months
N/A

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

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.
N/A - project complete