

Freedom of Information Act 2000 disclosure log entry

Reference

19-20176

Date sent

05/09/2019

Subject

EDM Systems

Details of enquiry

1. Has your Trust digitised its active Health Records by scanning them to an Electronic Document Management (EDM) System?

If **Yes**, please proceed to **Question 2**.

If **No**, please proceed to **Question 3**.

- 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:
 - a) All physical Health Records have been scanned to the EDM system.
 - b) 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.
 - c) A mixture of On-demand scanning and scanning notes which had been historically active recently, leaving inactive notes as paper.
 - d) 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 (Q) or Societal (S).
- 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?
 - 3.1) Is the Trust currently considering options for implementing an EDM and/or scanning activities for Health Records.
 - 3.2) Has the Trust prepared a Business Case to consider the benefits and costs of implementing an EDM solution?
 - 3.2) Is the Trust waiting for opportunities for central funding support before committing to approving any business case

Response Sent

1. Yes, the EDM is a component module of our EPR
 - 2.1 1st July 2014
 - 2.2 It was a phased go live approach. All services went live by July 2015
 - 2.3 December 2015
 - 2.4 The EDM is a component module of our EPR, which is Advanced CareNotes
 - 2.5 Hugh Symons – an external supplier contract
 - 2.6 Unknown
 - 2.7 a All physical Health Records have been scanned onto the EDM system
 - 2.8 A record of this has not been retained by the Trust, given the extended period our EPR has been in place
 - 2.9 Primarily e-Forms and limited in-house scanning, for example of inbound received paper-based communications
 - 2.10 No separate EDM – all forms are present in the EPR
 - 2.11 Not applicable – only scanned documents are externally received
 - 2.12 The IAO for the EPR is the Director of Transformation & Technology
- 3.1 No
- 3.2 Not applicable