

Freedom of Information Act Request

Under the Freedom of Information Act, I would like to request the following information:

Dear FOI Team,

I'm contacting you as part of an independent review into the use of Electronic Document Management Systems (eDMS) across NHS Trusts in England. Specifically, I'm seeking information on how digitised patient records are processed, scanned, and managed within your Trust as I have seen from a previous request that I have need of further clarification on. The questions below focus on scanning operations and any technology or providers involved.

eDMS Implementation and Scanning Practices

1. How is content added to your eDMS? (Please delete as appropriate) IT & Digital Practitioners

- Scanned Internally by Trust Staff **THIS (ALTHOUGH WE DON'T HAVE A PROPER eDMS)**
- Scanned Internally by a Company
- Scanned Externally by a Company
- Digital Documents Uploaded by Trust Staff **AND THIS (CAVEAT PER ABOVE)**
- Digital Documents Fed Through From Other Systems

2. If records are scanned internally by Trust staff, is this undertaken via a centralised scanning bureau or departmentally? **DEPARTMENTALLY**

3. If some, or all records are scanned externally, what is the scanning service provider(s) company name(s)?

No records are scanned externally

4. What is the scanning service provider's contract expiry date?

N/A

5. If some, or all records are scanned via an internal, centralised scanning bureau, please specify the scanning hardware manufacturer and device models that are in use (e.g. "Falcon Scanners by Opex Corporation"). **NOT APPLICABLE**

6. If some, or all records are scanned internally at a departmental level, please confirm if desktop scanners or Multi-Function Devices (MFDs) are used. (Please delete as appropriate)

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- o Desktop Scanner **BOTH AREAS ARE APPLICABLE**
- o Multi-Function Device (MFD)

7. Please specify the scanning hardware manufacturer and device models that are in use at a departmental level.

Canon lide 400/300 flatbed scanners (Ophthalmology)
fujitsu fi-7160 Document scanner (Xray)
Konica MFD with a Scan to email configuration (all sites)

If you are not satisfied with the handling of your request, you have the right to request an internal review. Requests for an internal review should be submitted within 40 working days from the date of this response, and should be addressed to d.wraith@nhs.net.

If you remain dissatisfied after the internal review, you have the right to appeal to the Information Commissioner's Office (ICO). The ICO can be contacted at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Tel: 0303 123 1113
Website: <https://ico.org.uk/make-a-complaint/>