

Date: Wednesday, 28th August 2019
Our Ref: MB/KF FOI 3997

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Re: Freedom of Information Request FOI 3997

We are writing in response to your request submitted under the Freedom of Information Act, received in this office on 19th August 2019.

Your request was as follows:

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.

[Yes this system is still ongoing.](#)

Question 2)

2.1) When did the Trust procure the system?

[in house](#)

2.2) When did the system go-live within the Trust?

[The Walton Centre NHS Foundation Trust \(WCFT\) can confirm this is still ongoing therefore we can not yet provide a go-live date.](#)

2.3) If the projects roll-out has completed, when did the Trust reach a Business as Usual (BAU) state?

[N/A](#)

2.4) Which EDM vendor has the Trust contracted with?

[In House](#)

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.

Internal and CosmoGraphis for legacy paper based

2.6) At the point of scanning records, was the vendor or internal bureau accredited to BS10008?

Vendor BS10008 internal records being kept whilst trust is moving towards BS10008 certification

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.

No

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.

No

c. A mixture of On-demand scanning and scanning notes which had been historically active recently, leaving inactive notes as paper.

Currently ongoing

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.

No

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).

Still ongoing but all benefits listed above are on course to be delivered

2.9) Is the Trust still capturing new information by scanning or have electronic forms been implemented? (eForms)

Majority now 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?

internal EPR system written inhouse

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?

No

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)?

No

2.12) Who is responsible for the EDM System and any scanning activities?

Clinical System Team, Health records team

Question 3)

3.1) Is the Trust currently considering options for implementing an EDM and/or scanning activities for Health Records.

No

3.2) Has the Trust prepared a Business Case to consider the benefits and costs of implementing an EDM solution?

As internal system part of overall strategy case

Please see our response above in [blue](#).

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All information supplied by the Trust in answering a request for information (RFI) under the Freedom of Information Act 2000 will be subject to the terms of the Re-use of Public Sector Information Regulations 2005, Statutory Instrument 2005 No. 1515 which came into effect on 1st July 2005.

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If you are dissatisfied with the handling of your request, you have the right to ask for an internal review. 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 the Freedom of Information Office at the address above.

Please remember to quote the reference number, FOI 3997 in any future communications.

If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at: Information Commissioners Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Yours sincerely

Mike Burns

Mr. Mike Burns, Executive Lead for Freedom of Information