

Freedom of Information Request

Ref: UHB 20-082

02 March 2020

By Email

Dear Sir/Madam

Thank you for your request for information under the Freedom of Information Act 2000. The Trust's response is as follows:

1. How many on-site libraries does the trust have?
The Trust has 6 on-site libraries.

2. What volume of notes are held on-site.
Please see below all the Trust's active case notes held on-site and with Restore:

Case Note Type	Total
BCH & STMH Notes	329,544
BCH & STMH Temporary Notes	1,562
BCH Pink Notes	1
BDH Notes	289,394
BDH Temporary Notes	1,432
BEH Notes	353,406
BEH Temporary Notes	956
BHH Notes	10,468
BHH Temporary Notes	7
BHOC Notes	156328
BHOC Temporary Notes	273
BRCH Pink Notes Temp	1
BRI Notes	312603
BRI Temporary Notes	485
Clinical Genetics Notes	6,194
Orthotics	1

Psychology Notes BCH	669
Psychology Notes BHOC	671
Psychology Notes BRI	26
Reproductive Medicine Notes	21,828
Reproductive Medicine Temp	29

Please also see response of question 4.

3. Does the Trust have any external storage contracts? If so, how many and who are the providers?

The Trust has one external contract with Restore.

4. What volume of notes are held off site by Third parties?

To complete this, the Trust will need to cross check between its Patient Administration System and liaise with Restore to identify existence of notes from all the years of Restore usage. This would take the Trust more than 18 hours to complete and it is therefore exempt from disclosure under section 12 of the FOI Act 2000.

5. If applicable, which Electronic Document Management systems does the Trust have? Evolve.

6. What are the start and end dates for any storage and / or software contracts?

The Trust has signed a 7 year contract on 31st March 2014 with Kainos.

7. How many staff work in the health records department?

8. How many staff work in clinical prep?

For questions 7 and 8: In the Trust there are approximately 103 including running the Scanning Bureau. It is the Trust's our policy to multi-skill staff across Medical Records and the Scanning Bureau teams.

9. How much does the Trust spend annually on pre-printed forms?

The Trust's spend on external printed stationery is approximately £170,000

This concludes our response. We trust that you find this helpful, but please do not hesitate to contact us directly if we can be of any further assistance.

If, after that, 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:

Director of Corporate Governance
University Hospitals Bristol NHS Foundation Trust
Trust Headquarters

Marlborough Street
Bristol
BS1 3NU

Please remember to quote the reference number above 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 Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Publication

Please note that this letter and the information included/attached will be published on our website as part of the Trust's Freedom of Information Publication Log. This is because information disclosed in accordance with the Freedom of Information Act is disclosed to the public, not just to the individual making the request. We will remove any personal information (such as your name, email and so on) from any information we make public to protect your personal information.

To view the Freedom of Information Act in full please click [here](#).

Yours sincerely

FOI Team
UH Bristol NHS Foundation Trust