

**Freedom of Information Request**

**Ref: UHB 19-518**

17 September 2019

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. Has your Trust digitised its active Health Records by scanning them to an Electronic Document Management (EDM) System?  
Yes.
  
2.
  - 2.1 When did the Trust procure the system?  
In 2014.
  
  - 2.2 When did the system go-live within the Trust?  
In June 2015 (Live in St. Michael's Hospital), May 2016 (Live in the Bristol Royal Hospital for Children), April 2017 (Live in the Bristol Royal Infirmary).
  
  - 2.3 If the projects roll-out has completed, when did the Trust reach a Business as Usual (BAU) state?  
Project board ceased in November 2017.  
To be recalled as and when further roll outs are required.
  
  - 2.4 Which EDM vendor has the Trust contracted with?  
Kainos (Evolve).
  
  - 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 scanning bureau. Using 12 Kodak Ingenuity Scanners.
  
  - 2.6 At the point of scanning records, was the vendor or internal bureau accredited to BS10008?  
No.

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).

Improved records access (Q).

Greater clinical engagement with IT (Q).

Space releasing (NCR).

Retention (CR).

Reduced storage costs (CR).

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

Hybrid [but mainly Scanning].

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?

Created across a range of trust applications – primarily Medway EPR.

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)?

Separate barcoded sheets.

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

Product Owner (Evolve): Max Perry – Senior Clinical Systems Specialist

Scanning Manager: Vince Coombes – Trustwide Medical Records and Scanning Bureau Manager.

3.

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

3.2 Has the Trust prepared a Business Case to consider the benefits and costs of implementing an EDM solution? - N/A.

3.2 Is the Trust waiting for opportunities for central funding support before committing to approving any business case? - N/A.

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:

Trust Secretary  
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

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

Yours sincerely

**FOI Team**  
**UH Bristol NHS Foundation Trust**