

25 April 2018

## Freedom of Information Request – Ref: FOI 007-1819

Thank you for your recent Freedom of Information request about medical records. Please find the Trust's response below.

With reference to Jeremy Hunt's directive for a paperless NHS by 2020, I would like to establish where 2gether NHS Foundation Trust are within that process and would be grateful if you could respond to the following questions:

- 1.) Where do you store your physical paper medical records? Please indicate all types relevant from below.
  - In house library **Yes**
  - Offsite storage **Yes**
  - We do not have any paper records
- 2.) Have you already started to digitise your medical records? **No**  
If yes, then which records have you digitised?
  - Legacy records: Yes/No  
If Yes: Is this being done in-house or is this outsourced (if outsourced, what is the name of the provider, and what is the length of this contract?)
  - Day Forward Records: Yes/No  
If yes: Is this being done in-house or is this outsourced? (if outsourced, what is the name of the provider, and what is the length of this contract?)
- 3.) If you have already started to scan your records how do you host your images? **Not started**
  - EDMS (Electronic Document Management System): Yes/No  
If yes: Which EDMS do you use and what is the length of the contract/licence for this service?
  - Shared drives: Yes/No  
If yes: Are the shared drives managed internally by the Trust or externally by an outside provider? (What is the name of the outside provider, and what is the length of this contract?)
  - Online portal: Yes/No  
  
If yes: What online portal does the Trust currently use and what is the length of the contract/licence for this service?
  - Other not mentioned above: please provide details of the service used.
- 4.) If you have not started to scan your medical records when do you expect to start this project?  
**No plans**

No Plans, Within 6 months, Within 12 months, Within 18 months, Within 24 months

5.) If you do plan to start scanning your medical records how will you manage the procurement?

- OJEU: Yes/No
- Framework: Yes/No -  
If yes: Which framework will you use?  
LPP, ESPO, SBS, H.T.E (Health Trust Europe), NOE CPC
- Procurement stage already complete: Yes/No

6.) Who is the person responsible at your organisation for medical record digitisation projects?

**Philip Southam, Head of Health Records**

If unable to provide individuals name, please provide full job title and name of the department in which the individual is based.

Should you have any queries in relation to our response in this letter, please do not hesitate to contact me. If you are unhappy with the response you have received in relation to your request and wish to ask us to review our response, you should write to:-

Anna Hilditch  
Assistant Trust Secretary,  
2gether NHS Foundation Trust  
Rikenel  
Montpellier  
GLOUCESTER GL1 1LY  
Tel: 01452 894165  
E-mail: [anna.hilditch@nhs.net](mailto:anna.hilditch@nhs.net)

If you are not content with the outcome of any review, you may apply directly to the Information Commissioner's Office (ICO) for further advice/guidance. Generally, the ICO will not consider your case unless you have exhausted your enquiries with the Trust which should include considering the use of the Trust's formal complaints procedure. The ICO can be contacted at: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Yours sincerely,

*Lisa Evans*

**LISA EVANS**  
**Information Governance Officer**  
**2gether NHS Foundation Trust**

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