**Freedom of Information Request: 0642 2019/20**

**1.Does the trust manage the digitisation of its patient records on-site or is this an outsourced service?**
The Trust does not currently have a programme of work to digitise its patient records.

**2. If outsourced who is the current provider, when did the contract start and what is the contract term?** N/A
**a. Was this contract awarded via any Frameworks e.g. CCS RM1063?** N/A
**b. What is the cost of digitising patient records within the trust?** N/A
**c. What is the cost of digitising patient records with outsourced providers?** N/A
**d. What are the trusts targets for having patient files scanned and hard-copy notes available as digital images?** N/A

**3. If the patient file scanning is provided in house how many staff are involved in:**
**a. Preparing and/or scanning medical records/patient files?** N/A
**b. Distributing (delivering or collecting) physical notes around the estate?** N/A
**c. Retrieving and collecting physical notes from on-site stores?** N/A

**4. What is the volume of patient record creation per day/week/month by the trust (day forward records)?**
**a. Is the scanning of patient records linked to any Document Management systems?** N/A
**b. If so can you confirm which ones are used within the trust?** N/A

**5. What is your average number of daily created paper records?**
Approximately 206 new patient records across all sites (Queen Elizabeth Hospital Birmingham, Birmingham Heartlands Hospital, Good Hope Hospital and Solihull Hospital)

**6. Does the trust currently scan documents at department level?**
**a. If so, what hardware is used to scan records?** N/A
**b. How were they procured?** N/A
**c. Who in the trust is responsible for the contract management and procurement of these technologies?** N/A

**7. Please outline which departments are scanning physical paper records and average daily volumes, both back scan and day forward (if they can be separated).** N/A

**8. Is there a quality standard to adhere to within the trust for scanning paper notes?** N/A

**9. Does the trust scan other records than patient files?**
There is currently no programme of work to scan other types of documents.

**a. If yes could you please supply daily volumes of record scanning?** N/A
**b. If yes, please also supply types of records which are scanned?** N/A

**10. Can you please provide the contact details including email address/format of the trust's IT Director?**
Stephen Chilton, Director of IT Services, Stephen.Chilton@uhb.nhs.uk

**a. If the IT Director is not responsible for digital transformation, please supply contact details, including email address/format of the person(s) who are.** N/A
**b. Please also supply the details of those responsible for managing patient records (scanning, physical storage and delivery etc).**
Neil Grogan, Director of Patient Services, Neil.Grogan@uhb.nhs.uk

**11. Could you please supply a current organisational chart for medical records, digitisation services and digital transformation programmes?**
Please find attached an organisational chart for our medical records department. We do not have 'digitisation services' or 'digital transformation' programmes.

**12. Please supply the details of the Trust's CIO, COO and CEO**

The Trust does not have a Chief Information Officer but we do have a Chief Innovation Officer, Tim Jones, Tim.Jones@uhb.nhs.uk. The Trust's COO is Jonathan Brotherton, Jonathan.Brotherton@uhb.nhs.uk and the Trust's CEO is Dr David Rosser, David.Rosser@uhb.nhs.uk