21 May 2018

Thank you for your request concerning the digitisation of records.

Your request has been considered and processed in accordance with the requirements of the Freedom of Information (FOI) Act 2000.

With reference to Jeremy Hunt's directive for a paperless NHS by 2020, I would like to establish where Hertfordshire Partnership University NHSFT 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**
   - **Offsite storage** √
   - **We do not have any paper records**

Pre 2003	Paper records are stored off site
Post 2003	Medical notes are recorded on our electronic patient recording (EPR) system. Legal documents are held by the unit when in use and archived as per our retention schedule.

2. **Have you already started to digitise your medical records?**
   Yes, please see the answer to question 1.

   If yes, then which records have you digitised?

   a) **Legacy records:**
   Yes

   b) **If Yes: Is this being done in-house or is this outsourced?**
   In-house

   c) **(if outsourced, what is the name of the provider, and what is the length of this contract?)**
   Not applicable

   d) **Day Forward Records:**
   Yes

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    e) **If yes: Is this being done in-house or is this outsourced?**
    In-house

    f) **(if outsourced, what is the name of the provider, and what is the length of this contract?)**
    Not applicable

3. **If you have already started to scan your records how do you host your images?**

    a) **EDMS (Electronic Document Management System):** No

    b) **If yes: Which EDMS do you use and what is the length of the contract/licence for this service?** Not applicable.

    c) **Shared drives:** No

    d) **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?)** Not applicable.

    e) **Online portal**: No

    f) **If yes: What online portal does the Trust currently use and what is the length of the contract/licence for this service?** Not applicable.

    g) **Other not mentioned above: please provide details of the service used.**
    Please see the answer to question 1.

4. **If you have not started to scan your medical records when do you expect to start this project?**

No Plans, Within 6 months, Within 12 months, Within 18 months, Within 24 months
Not applicable.

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

    a) **OJEU Yes/No**
    b) **Framework: Yes/No**
    If yes: Which framework will you use?
    c) **LPP, ESPO, SBS, H.T.E (Health Trust Europe), NOE CPC**
    d) **Procurement stage already complete: Yes/No**
    Not applicable.

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

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

We do not have one person response for the digitisation of medical records.

Should you require further clarification, please do not hesitate to contact me.

Please find enclosed an information sheet regarding copyright protection and the Trust's complaints procedure in the event that you are not satisfied with the response.

Yours sincerely

Sue Smith

Sue Smith
Information Rights Officer

Enc: Copyright Protection and Complaints Procedure Information Leaflet.

If you would like to complete a short survey in relation to your Freedom of Information request please scan the QR code below or click here.