



21 December 2017

Information Rights & Compliance Team
99 Waverley Road
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Our Ref: FOI 2785

Thank you for your request concerning the scanning of our health records.

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

- 1. Are your Trust's requirements for the scanning of health records, completed either in-house or by an outsourced scanning company?**

All our scanning is completed in-house by the individual units / services.

- 2. If you have an in-house health record scanning department, what is their annual budget?**

We do not have an in-house record scanning department.

- 3. If you have an in-house health record scanning department, what is the structure of the team (WTE and Band)?**

Not applicable.

- 4. If you do outsource, which company do you use?**

Our current off site storage provider, Restore Document Management offer a scanning service and this can be taken up on a case by case basis.

- 5. What is the value of the contract with the scanning company?**

Not applicable.

- 6. What is the length of the contract with the scanning company?**

Not applicable.

- 7. How many pages do the in-house health record scanning team or the scanning company, scan per annum?**

Not applicable.

8. If your scanning requirements are outsourced, how do you measure and monitor Quality Assurance?

Not applicable.

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](#).

