

25 July 2019

Information Rights & Compliance Team
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Our Ref: FOI/03354

Thank you for your request concerning patient records.

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

1. Does your Trust use pen and paper to build patient records? If so, in which departments?

The majority of our records are digitised in our EPR. Although services may use pen and paper for certain elements (such as some of the assessments), these are then digitised and added to our EPR.

2. Does your Trust use analogue tape dictation to record patient encounters? If so, in which departments?

No we do not.

3. Who in the Trust is responsible for digitising paper records?

We do not have a single named individual responsible for digitising paper 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](#).

