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17 September 2019

**FREEDOM OF INFORMATION ACT 2000 – INFORMATION REQUEST FOI2019/0284**

Thank you for your request for information.

Wye Valley NHS Trust responds:

**////////////////////REQUEST**

1. Has your Trust digitised its active Health Records by scanning them to an Electronic Document Management (EDM) System?

**No**

If **Yes**, please proceed to **Question 2**.

If **No**, please proceed to **Question 3**.

**Question 2) NOT APPLICABLE**

2.1) When did the Trust procure the system?

2.2) When did the system go-live within the Trust?

2.3) If the projects roll-out has completed, when did the Trust reach a Business as Usual (BAU) state?

2.4) Which EDM vendor has the Trust contracted with?

2.5) Which scanning provider delivered the scanning contract? If this was delivered by an internal Trust scanning bureau or the Trust transitioned to internal scanning, please provide detail.

2.6) At the point of scanning records, was the vendor or internal bureau accredited to BS10008?

2.7) Which of the following statements best represents the scanning approach undertaken:

- a. All physical Health Records have been scanned to the EDM system.
- b. Only records required for upcoming attendances (On-demand) were scanned, all other records remained as paper and were destroyed in-line with their retention profile.

- c. A mixture of On-demand scanning and scanning notes which had been historically active recently, leaving inactive notes as paper.
- d. No historic notes were scanned, instead only new records are digitised. The entire Health Records library is retained until each records retention profile is met.

2.8) What, if any, benefits has the system provided and over what timeframe? Please define each benefit as Cash Releasing (CR), Non-Cash Releasing (NCR), Qualitative (Q) or Societal (S).

2.9) Is the Trust still capturing new information by scanning or have electronic forms been implemented? (eForms)

2.10) If eForms are in use, are these created within the EDM system or another application(s) such as an EPR / eObs or both?

2.11) If the Trust is still scanning new content into the EDM, are the forms themselves barcoded (bForms) or are separate barcoded sheets used (Classification / Index / Separator Sheets)?

2.12) Who is responsible for the EDM System and any scanning activities?

### Question 3)

3.1) Is the Trust currently considering options for implementing an EDM and/or scanning activities for Health Records.

**No**

3.2) Has the Trust prepared a Business Case to consider the benefits and costs of implementing an EDM solution?

**No**

3.2) Is the Trust waiting for opportunities for central funding support before committing to approving any business case?

**No**

If you have queries or any concerns contact details are given at the top of the letter. Please remember to quote the reference number above in any future communications.

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 Wye Valley NHS Trust  
 Monkmoor Court  
 31-34 Commercial Road  
 Hereford  
 HR1 2DX  
 Email: [freedom.information@wvt.nhs.uk](mailto:freedom.information@wvt.nhs.uk)

If you are not content with the outcome of your complaint, you may apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at:

Information Commissioner's Office  
 Wycliffe House,  
 Water Lane,

Wilmslow,  
Cheshire, SK9 5AF

Telephone: 01625 545 745     [www.ico.gov.uk](http://www.ico.gov.uk)

Yours sincerely,

Freedom of Information Coordinator

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