

Freedom of Information Request**Ref: UHB 18-170**

Date 3 April 2018

By Email

Dear Sir

Thank you for your request for information under the Freedom of Information Act 2000. The Trusts response is as follows:

1. Where do you store your physical paper medical records?

Mainly In house libraries	X
Offsite storage is utilised for some archive records	X
We do not have any paper records	

2. Have you already started to digitise your medical records?

Yes

If yes, then which records have you digitised?

Legacy Records	Yes
<i>If Yes: Is this being done in-house or is this outsourced (if outsourced, what is the name of the provider, and what is the length of this contract?)</i>	In-house.
Day Forward Records	Yes
<i>If Yes: Is this being done in-house or is this outsourced (if outsourced, what is the name of the provider, and what is the length of this contract?)</i>	In-house

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

EDMS (Electronic Document Management System):	Yes
<i>If yes: Which EDMS do you use and what is the length of the contract/licence for this service?</i>	Kainos Evolve / 7 years
Shared drives:	Yes
<i>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?)</i>	Managed internally
Online Portal	No
<i>If yes: What online portal does the Trust currently use and what is the length of the contract/licence for this service?</i>	Not applicable
Other not mentioned above: please provide details of the service used.	Not applicable

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? N/A

OJEU	Not applicable
Framework	
<i>If yes: Which framework will you use?</i> <i>LPP, ESPO, SBS, H.T.E (Health Trust Europe), NOE CPC</i>	
Procurement stage already complete:	

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

Not applicable

This concludes our response. We trust that you find this helpful, but please do not hesitate to contact us directly if we can be of any further assistance.

If, after that, you are dissatisfied with the handling of your request, you have the right to ask for an internal review. Internal review requests should be submitted within two months of the date of receipt of the response to your original letter and should be addressed to:

Trust Secretary
University Hospitals Bristol NHS Foundation Trust
Trust Headquarters
Marlborough Street
Bristol
BS1 3NU

Please remember to quote the reference number above in any future communications.

If you are not content with the outcome of the internal review, you have the right to 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

To view the Freedom of Information Act in full please click [here](#).

Yours sincerely,

[Redacted signature]