Request under Freedom of Information Act 2000

**Request Ref: NGFOI 19/20: 198**

Thank you for your request for information received at Northampton General Hospital NHS Trust (NGH) on 11/07/2019.

I am pleased to be able to provide you with the following information:

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

   **Yes, the Trust has an EDRM system**

*If Yes, please proceed to Question 2.*

*If No, please proceed to Question 3.*

*Question 2)*
*2.1) When did the Trust procure the system?*
   **2008**

*2.2) When did the system go-live within the Trust?*
   **2008**

*2.3) If the projects roll-out has completed, when did the Trust reach a Business as Usual (BAU) state?*
   **2009**

*2.4) Which EDM vendor has the Trust contracted with?*
   **Documentum**

*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.*
   **Internal scanning of archive records only (12 months post discharge)**

*2.6) At the point of scanning records, was the vendor or internal bureau accredited to BS10008?*
   **I can confirm on behalf of the Trust and in accordance with S.1 (1) of the Freedom of Information Act 2000 (FOIA) that we do not collate the information that you have requested.**

*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 Heath*

*Records library is retained until each records retention profile is met.*

**None of the options identified. Currently only being used to store archived records until their retention period is reached.**

*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).*
**I can confirm on behalf of the Trust and in accordance with S.1 (1) of the Freedom of Information Act 2000 (FOIA) that we do not collate the information that you have requested.**

*2.9) Is the Trust still capturing new information by scanning or have electronic forms been implemented? (eForms)*
**The Trust has a number of eForms in use and is working towards developing more, however there are still a lot of paper forms in use.**

*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?*
**The Trust has eObs, and clinical noting via a number of clinical systems.**
**The Trust does not have an EPR, and does not have forms within the EDRM system.**

*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)?*
**The Trusts' current scanning solution uses separator sheets. However, we are in the process of implementing a new scanning ingestion tool that can identify forms and meta data based on form recognition.**

*2.12) Who is responsible for the EDM System and any scanning activities?*
**Head of Clinical Systems and Medical Records Manager**

*Question 3)*
*3.1) Is the Trust currently considering options for implementing an EDM and/or scanning activities for Health Records.* **N/A**

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

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