

**QUESTION**

1. Where do you store your physical paper medical records? Please indicate all types relevant from below.  
In house library  
Offsite storage
2. Have you already started to digitise your medical records? If yes, then which records have you digitised?
  - Legacy records:  
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?)
  - Day Forward Records:  
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?)
3. If you have already started to scan your records how do you host your images?
  - EDMS (Electronic Document Management System):  
If yes: Which EDMS do you use and what is the length of the contract/licence for this service?
  - Shared drives:  
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?)
  - Online portal:  
If yes: What online portal does the Trust currently use and what is the length of the contract/licence for this service?  
Other not mentioned above: please provide details of the service used.
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
5. If you do plan to start scanning your medical records how will you manage the procurement?  
OJEU: Yes/No  
Framework: Yes/No  
  
If yes: Which framework will you use?  
LPP, ESPO, SBS, H.T.E (Health Trust Europe), NOE CPC

Procurement stage already complete: Yes/No

6. Who is the person responsible at your organisation for medical record digitisation projects? If unable to provide individuals name, please provide full job title and name of the department in which the individual is based.

**RESPONSE:**

1. Yes, Yes
2.
  - Some Legacy notes scanned in house, then by CosmoGraphis, none currently. No longer scanning Legacy
  - Yes, This is being done in house.
3.
  - Yes, Scanned into Evolve via Kainos. Expires 18/12/2022 per Kainos
  - Yes, Managed by Trust Internally
  - No
4. Not applicable
5. Not applicable, done internally
6. Business Manager/ Assistant Business Manager within Medicine who oversee Health Records

**ATTACHMENT: No**