

Ref: FOI/GS/ID 4614

**Please reply to:**  
FOI Administrator  
Trust Management  
Maidstone Hospital  
Hermitage Lane  
Maidstone  
Kent  
ME16 9QQ  
Email: mtw-tr.foiadmin@nhs.net

2 May 2018

### **Freedom of Information Act 2000**

I am writing in response to your request for information made under the Freedom of Information Act 2000 in relation to digital health records.

You asked:

With reference to Jeremy Hunt's directive for a paperless NHS by 2020, I would like to establish where Maidstone and Tunbridge Wells NHS Trust are within that process and would be grateful if you could respond to the following questions:

1.) Where do you store your physical paper medical records? Please indicate all types relevant from below.

In house library

Offsite storage

We do not have any paper records

2.) Have you already started to digitise your medical records? YES/NO

If yes, then which records have you digitised?

" Legacy records: Yes/No

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: Yes/No

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): Yes/No

If yes: Which EDMS do you use and what is the length of the contract/licence for this service?

Shared drives: Yes/No

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: Yes/No

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?

Trust response:

1. In house library and offsite storage

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

- Legacy records: No
- Day Forward Records: Yes - In-house

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

- EDMS (Electronic Document Management System): Yes  
Viper, eNotes Contract: Annual Review
- Shared drives: No
- Online portal: No

4. If you have not started to scan your medical records when do you expect to start this project?

Not applicable

5. If you do plan to start scanning your medical records how will you manage the procurement?

Not applicable

6. Who is the person responsible at your organisation for medical record digitisation projects?  
Head of Clinical Systems Management Team and Healthcare Records Services