

Ref: FOI/GS/ID 8842

**Please reply to:**  
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[www.mtw.nhs.uk](http://www.mtw.nhs.uk)

05 March 2024

## **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 Electronic Patient Records.

*You asked: All questions are shown as received by the Trust.*

1. *What Electronic Patients Records System(s) do you use and when was it implemented?*
2. *Does the Trust scan paper records? If yes, do you*
  - a. *scan day forward and legacy records? or*
  - b. *just day forward records?*
3. *Is above handled*
  - a. *In house by your own scanning team?*
  - b. *Outsourced to an off site external service provider?*
  - c. *On site by an external provider?*
  - d. *Combination of above?*
4. *If any of the above outsourced, please name provider(s) and details of when the contract(s) ends*
5. *What route to market used to obtain these services (a) open tender (b) framework - if yes, which one?*
6. *Do you have a published road map for paper-free at point of care 'Digital at point of care'? If yes, please provide a copy or link to this document*
7. *Finally, please advise names of any individuals involved in this process including your Medical Records Manager (b) Chief Information Officer (c) Digital Project Lead?*

Trust response:

1. Altera Sunrise EPR – June 2021
2. Yes

b. Only records required for upcoming attendances (on-demand) are scanned, all other records remain as paper and are destroyed in-line with their retention profile.

3.

a. In house by our own scanning team

4. Not applicable.

5. Not applicable.

6. Not applicable, we do not have a road map.

7. Maidstone & Tunbridge Wells NHS Trust receives a number of requests for details relating to the professional lives of our staff from private individuals and organisations, some of whom are involved in recruitment and marketing. On very rare occasions it might be considered in the public interest to disclose some information but in such cases the views of the individual staff concerned is always sought.

Information relating to staff that is not currently publicly available on our website will not be released under Freedom of Information Act 2000 Section 40(2) (personal information) as it relates to the personal information of employees. The Trust follows guidance issued by the Information Commissioner's Office on the disclosure of personal data including direct contact details.

The Trust Executive structure chart is available on the Trust website [www.mtw.nhs.uk](http://www.mtw.nhs.uk) and details of our Clinically Led Organisation can be found on the trust website using the following link: <https://www.mtw.nhs.uk/wp-content/uploads/2022/10/Clinically-Led-Brochure-101022.pdf>

Alternatively, from our website home page, click the About Us Tab, then the Clinically-led Organisation tab where you will find all the information.