

Date: 24/10/2022

20220905 Foi ref 306-2223

Dear Sir/Madam

Freedom of Information Request

I am writing to request information under the Freedom of Information Act 2000. I would be grateful if you could send me answers to questions below. It is likely your Post Room will be able to help with most of this request.

I understand that you are required to respond to my request within 20 working days after you receive this letter. I would be grateful if you could confirm in writing that you have received this request.

1.	<p>How many inpatients, outpatient and waiting list patients in total is your trust currently responsible for?</p> <p>Using the suggestions received from the requester:- The numbers for RTT and DM01 relate to end of August position as this is validated and signed off data. The other figures relate to the 03/10/2022 as these are snapshot positions.</p> <ul style="list-style-type: none">• Current IP (taken from the daily sitrep as at 03/10/2022) – 1,208• RTT (Incomplete Pathways) – 76,843• IPWL Planned (as at 03/10/2022) – 8,545• DM01 (Diagnostic) – 25,264 <p>Outpatients (New, FU, Backlog, Diagnostic as at 03/10/2022) – 287,694</p>
2.	<p>How many letters are received by the trust on an annual basis?</p> <p>information not held</p>
3.	<p>Does your print and post room currently scan and distribute inbound communications (i.e., physical letters received by the trust)?</p> <p>No</p>
4.	<p>What make of Scanner do you use?</p> <p>Kodak Yes/No</p> <p>Fujitsu Yes/No</p> <p>MFD – Copier Yes /No</p> <p>Other (please specify) _____ Canon ____ for scanning and archiving medical records only</p>
5.	<p>Do you have scanning software or extraction software linked to your scanner to help identify and categorise your inbound communications?</p> <p>If yes, who supplies your service _____ as we don't scan post this is not applicable</p>

	<p>How many images do you validate? _____</p> <p>What is the cost of each image communication _____</p>
6.	<p>Do you currently use an outsourced scanning service? No</p> <p>If yes, who supplies you with your scanning service? _____</p> <p>How many images do you send to the supplier a year? _____</p> <p>What is the cost of each image / page communication? _____</p>
7.	<p>What volume of your current inbound post in scanned and sent digitally throughout your organisation?</p> <p>Total number scanned letters = This system is not used</p>
8.	<p>Who has responsibility for digital transformation in your organisation?</p> <p>Name Director of Digital Transformation</p> <p>All Trust emails are in the following format: firstname.lastname@uhn.nhs.uk</p>
9.	<p>Who is responsible for your post room (i.e., who is your post room manager)?</p> <p>Name Penny Parkinson</p> <p>Email Address All Trust emails are in the following format: firstname.lastname@uhn.nhs.uk</p>
10.	<p>Who is the Director of IT in your organisation?</p> <p>Name Amy Freeman</p> <p>Email Address All Trust emails are in the following format: firstname.lastname@uhn.nhs.uk</p>
11.	<p>Who is the procurement manager responsible for print and post solutions in your organisation?</p> <p>Name John Carter</p> <p>Email Address All Trust emails are in the following format: firstname.lastname@uhn.nhs.uk</p>

I am happy to receive responses via email at

I look forward to hearing from you in due course.

Yours sincerely,