Ref: FOIA Reference 2018/19-728

Date: 21st March 2019

Dear

I am writing in response to your email dated 28th February 2019 requesting information under the Freedom of Information Act (2000) regarding patient records.

As of 1st November 2014 University Hospitals of North Midlands NHS Trust (UHNM) manages two hospital sites – Royal Stoke University Hospital, and County Hospital (Stafford). Therefore the response below is for the two sites combined from that date where appropriate.

Q1 **What approximate percentage of your patient records – i.e. scans, letters, notes and results – are currently digitised?**
- **Zero**
- **1-25%**
- **26-50%**
- **51-75%**
- **76%-99%**
- **All of our patient records are currently digitalised**

A1 All current outpatient information (with the exception of Ophthalmology and Child Health) is digitised forward and all inpatient discharge letters and clinic letters held electronically. All pathology and imaging investigation results are also electronic. A solution for the remaining specialities is currently in progress and aims to be in place during 2019

Q2 **Is your NHS Trust planning to digitise all patient records?**
- **Yes, we expect all records to be digitised within the next one to two years**
- **Yes, we expect all records to be digitised within the next three to four years**
- **Yes, we expect all records to be digitised within the next five to six years**
- **All of our patient records are currently digitalised**
- **We have no plans to digitise patient records**

A2 All current Outpatients will be digitalised forward and all inpatient discharge summaries, pathology and imaging. There are no plans to digitise nursing care plans, these will be held within the hardcopy record and stored in the library. Any legacy records that are still in hard copy will remain so until the minimum retention period.

Q3 **How many paper-based patient records did your NHS Trust collect in Q4 2018 (October, November and December)?**

A3   Information not held, however: we receive approximately 3,000 records into the library each month for filing /archiving.

Q4   Are members of staff receiving training on how to manage digitised patient records?
* **Yes / No / Don't know**

A4   Yes.

*Please note that any individuals identified do not give consent for their personal data to be processed for the purposes of direct marketing.

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This letter confirms the completion of this request. A log of this request and a copy of this letter will be held by the Trust.

If you have any queries related to the response provided please in the first instance contact my office.

Should you have a complaint about the response or the handling of your request, please also contact my office to request a review of this. If having exhausted the Trust's FOIA complaints process you are still not satisfied, you are entitled to approach the Information Commissioner's Office (ICO) and request an assessment of the manner in which the Trust has managed your request.

The Information Commissioner may be contacted at:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF or via www.ico.org.uk.

If following review of the responses I can be of any further assistance please contact my secretary on 01782 676474.

Yours,

Leah Carlisle
Deputy Head of Quality, Safety & Compliance