

## **FOI 22-427 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><b>How many inpatients, outpatient and waiting list patients in total is your trust currently responsible for?</b></p> <p>The Health Board are unable to provide the exact information above, however for the financial year 2021/22, there were:</p> <ul style="list-style-type: none"> <li>• 1,484,024 outpatient appointments (this includes attendances, DNAs, CNAs and hospital cancellations),</li> <li>• 111,580 admissions (this includes inpatients, day cases and regular day attenders)</li> </ul> <p>and at 31st March 2022, there were:</p> <ul style="list-style-type: none"> <li>• 293,637 patients waiting on the new, follow-up and inpatient/daycase waiting list.</li> </ul>						
2.	<p><b>How many letters are received by the trust on an annual basis?</b></p> <p>Approx 1.4m</p>						
3.	<p><b>Does your print and post room currently scan and distribute inbound communications (i.e., physical letters received by the trust)?</b></p> <p>The post rooms distribute physical letters only</p>						
4.	<p><b>What make of Scanner do you use?</b></p> <table border="0"> <tr> <td>Kodak</td> <td>No</td> </tr> <tr> <td>Fujitsu</td> <td>No</td> </tr> <tr> <td>MFD – Copier</td> <td>No</td> </tr> </table> <p>Other (please specify) The Health Boards post rooms do not scan letters</p>	Kodak	No	Fujitsu	No	MFD – Copier	No
Kodak	No						
Fujitsu	No						
MFD – Copier	No						
5.	<p><b>Do you have scanning software or extraction software linked to your scanner to help identify and categorise your inbound communications?</b>      No</p> <p>If yes, who supplies your service</p> <p>How many images do you validate? _____</p>						

	What is the cost of each image communication_____
6.	<p><b>Do you currently use an outsourced scanning service?</b> Yes</p> <p>If yes, who supplies you with your scanning service? PSL</p> <p>How many images do you send to the supplier a year? 889,813</p> <p>What is the cost of each image / page communication? 54p inclusive of VAT</p>
7.	<p><b>What volume of your current inbound post is scanned and sent digitally throughout your organisation?</b></p> <p>Total number scanned letters: Please refer to Q3 and Q4</p>
8.	<p><b>Who has responsibility for digital transformation in your organisation?</b></p> <p>Name Cynthia Henderson</p> <p>Email Address <a href="mailto:Cynthia.henderson@wales.nhs.uk">Cynthia.henderson@wales.nhs.uk</a></p>
9.	<p><b>Who is responsible for your post room (i.e., who is your post room manager)?</b></p> <p>Name: Operational Services Managers</p> <p>Email Address: Please see below</p> <p>Royal Gwent Hospital – <a href="mailto:claire.lewis5@wales.nhs.uk">claire.lewis5@wales.nhs.uk</a></p> <p>Ysbyty Ystrad Fawr – <a href="mailto:roy.godsall@wales.nhs.uk">roy.godsall@wales.nhs.uk</a></p> <p>Nevil Hall Hospital – <a href="mailto:paul.rogers2@wales.nhs.uk">paul.rogers2@wales.nhs.uk</a></p> <p>St Woolos Hospital – <a href="mailto:andrew.macfarlane@wales.nhs.uk">andrew.macfarlane@wales.nhs.uk</a></p> <p>County Hospital - <a href="mailto:andrew.macfarlane@wales.nhs.uk">andrew.macfarlane@wales.nhs.uk</a></p> <p>St Cadoc's Hospital - <a href="mailto:andrew.macfarlane@wales.nhs.uk">andrew.macfarlane@wales.nhs.uk</a></p> <p>Chepstow Hospital - <a href="mailto:andrew.macfarlane@wales.nhs.uk">andrew.macfarlane@wales.nhs.uk</a></p>
10.	<p><b>Who is the Director of IT in your organisation?</b></p> <p>Name Mike Ogonovsky</p> <p>Email Address <a href="mailto:mike.ogonovsky@wales.nhs.uk">mike.ogonovsky@wales.nhs.uk</a></p>
11.	<p><b>Who is the procurement manager responsible for print and post solutions in your organisation?</b></p> <p>Name Alex Curley</p> <p>Email Address <a href="mailto:alex.curley@wales.nhs.uk">alex.curley@wales.nhs.uk</a></p>