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| Freedom of Information Request | FOI 22-475 | 19 th October 2022 |
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I am writing to make an open government request for all the information to which I am entitled under the Freedom of Information Act 2000. I would like the following information to be provided to me as an electronic copy. If any of this information is already in the public domain, please can you direct me to it, with page references and URLs if necessary.

1. Does the Health Board have a dedicated on-site scanning team for paper records?

Yes

a. If so, how many FTE are within the team?

90.3 WTE

b. What volumes are the team scanning on daily/weekly/monthly/annual basis?

Daily example

| Total Images in period | Total images in period (Back scanning) |
|------------------------|--|
| 28123 | 42634 |

Weekly example

| Total Images in period | Total images in period (Back scanning) |
|------------------------|--|
| 148222 | 247568 |

Monthly example

| Total Images in period | Total images in period (Back scanning) |
|------------------------|--|
| 714675 | 1006605 |

Annual Example

| Total Images in period | Total images in period (Back scanning) |
|------------------------|--|
| 9003812 | 13659982 |

c. Are the team scanning legacy records or day forward, or both?

Both

d. What hardware & software is used by the team?

Kodak scanners (i4250, i3400, i4600, i1400 models) supplied by Kodak, integrated with scanning software.

Intelliscanner XDS, integrated with Intelliscanner software.

IQ Quattro scanners

e. Is the hardware leased, rented or was it purchased outright?

Purchased outright

f. Who is responsible within the Health Board for the procurement of hardware and software? Please supply contact details.

NHS Wales Shared Services Partnership

NWSSP.AneurinBevan.Procurement@wales.nhs.uk

2. If the Health Board does not have a dedicated on-site scanning team, is there a contract for outsourced document scanning provisions?

Not applicable

a. If so, who is this contract with?

b. What is the value of the contract?

c. When is the contract due for renewal?

3. Does the Health Board have on-site facilities to store paper records?

Yes

4. Does the Health Board have contract(s) for off-site storage?

Yes

a. If so, who is the contract with?

Hywel Dda University Health Board

b. Does the contract include scan on demand or digitising services?

No

c. If so, what volumes of pages / images are scanned daily/weekly/monthly/annually?

N/A

d. What is the annual cost for outsourced scanning – either on-demand or scheduled?

N/A

5. Are there departments within the Health Board that scan their own documents locally?

a. If so, what hardware and software is used to manage this?

Clinical workstation – document uploader tool

b. Are volumes captured? If so, what are they?

No

c. What types of documents are scanned?

External patient letters/results

PAC documentation for anaesthetic review

6. Who in the Health Board is responsible for records / document management programmes/systems? Please provide contact details

Assistant Director of Informatics Governance and Assurance

Cynthia.Henderson@wales.nhs.uk

Head of Enterprise Architecture

Andy.Warburton@wales.nhs.uk

Head of Informatics Service Management

Stephen.Crandon@wales.nhs.uk

Deputy Head of Health Records

Anne.McDonnell@wales.nhs.uk

7. Who in the Health Board manages the contract(s) relationships with hardware providers and outsourced storage or scanning providers? Please provide contact details

ICT Business support Manager

sarah.humphries@wales.nhs.uk