

Date: **19 July 2019**

Our reference: **FOIRQ5293**

Dear Sir/Madam,

Thank you for your request for information processed under the Freedom of Information Act 2000. Please see our response to your request below:

Your Request and Our Response (in bold)

Great Ormond Street Hospital for Children NHS Foundation Trust (the 'Trust') is a single site, specialist tertiary paediatric trust. Please see our responses (in bold) to your following request for information:

*1. Has your Trust digitised its active Health Records by scanning them to an Electronic Document Management (EDM) System? **Yes***

*If **Yes**, please proceed to **Question 2**.*

*If **No**, please proceed to **Question 3**.*

Question 2)

*2.1) When did the Trust procure the system? **The Trust went live with scanning some specialities in 2016***

*2.2) When did the system go-live within the Trust? **The system was fully live with all specialities in March 2017***

*2.3) If the projects roll-out has completed, when did the Trust reach a Business as Usual (BAU) state? **GOSH originally contracted with Kanois in 2016 and subsequently changed supplier as part of the EPR implementation in 2019***

*2.4) Which EDM vendor has the Trust contracted with? **GOSH recently contracted with Hyland On-base***

*2.5) Which scanning provider delivered the scanning contract? If this was delivered by an internal Trust scanning bureau or the Trust transitioned to internal scanning, please provide detail. **Hugh Symons provided the back scanning service.***

*2.6) At the point of scanning records, was the vendor or internal bureau accredited to BS10008? **Yes – external supplier was accredited.***

2.7) Which of the following statements best represents the scanning approach undertaken:

a. All physical Health Records have been scanned to the EDM system.

b. Only records required for upcoming attendances (On-demand) were scanned, all other records remained as paper and were destroyed in-line with their retention profile. N/A

c. A mixture of On-demand scanning and scanning notes which had been historically active recently, leaving inactive notes as paper. N/A

d. No historic notes were scanned, instead only new records are digitised. The entire Health Records library is retained until each records retention profile is met. N/A

2.8) *What, if any, benefits has the system provided and over what timeframe? Please define each benefit as Cash Releasing (CR), Non-Cash Releasing (NCR), Qualitative (Q) or Societal (S).*

OnBase went live at the same time as Epic on 19 April 2019. We currently have a 5 year contract in place; but have since started to realise the following benefits:

- **Achieves the Clinical Vision of providing clinician centred, patient focussed record of care Q**
- **Access to Images is easy and provides clinicians with ability to instantly upload directly to the patient record Q**
- **All imaging types are able to be stored in a non-dicom format, such as Documents, Photos and other clinical documentation provided by third party systems (e.g. ECG, EEG, Exercise tests etc.) Q**
- **Improved Clinical Workflow for clinicians Q**
- **Medical Photography efficiencies achieved by reduction in admin overheads CR**
- **Improved efficiencies in Subject Access Requests S**
- **Improved efficiencies in Referrals Management Q**
- **Improved efficiencies in Capturing Records Q**
- **Improved efficiencies in Document Workflow and eForms (e.g. electronic consent) Q**
- **Reduction in overhead of Records Management CR**
- **Increase in Mobility options for clinicians Q**
- **Ease of Retention and Disposal / Archiving Q**

- **Integration with Epic is Seamless and requires no development CR**
- **High Availability and Support Q**

2.9) *Is the Trust still capturing new information by scanning or have electronic forms been implemented? (eForms) Yes.*

2.10) *If eForms are in use, are these created within the EDM system or another application(s) such as an EPR / eObs or both? EPR system*

2.11) *If the Trust is still scanning new content into the EDM, are the forms themselves barcoded (bForms) or are separate barcoded sheets used (Classification / Index / Separator Sheets)? Variates between all of them*

2.12) *Who is responsible for the EDM System and any scanning activities? Trust Records Manager.*

Question 3)

3.1) *Is the Trust currently considering options for implementing an EDM and/or scanning activities for Health Records. See note below*

3.2) *Has the Trust prepared a Business Case to consider the benefits and costs of implementing an EDM solution? See note below*

3.2) *Is the Trust waiting for opportunities for central funding support before committing to approving any business case? See note below*

Please note: The information you are requesting under the heading “Question 3” appears to be seeking advice/explanation rather than a request for recorded information under the terms of the Freedom of Information Act 2000. A public authority (the “Trust”) is not obliged to respond to information not considered to be a valid request under the terms of the Act.

Please note:

The information we have provided under the Freedom of Information Act 2000 is the information held up to the date your request was received by the Trust.

We trust the information provided is sufficient and helpful in answering your request for information. If, however, you have any queries in relation to your request, please do not hesitate to contact the FOI Team and quote the above reference number on any related correspondence.

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Yours sincerely

Freedom of Information team

Great Ormond Street Hospital for Children NHS Foundation Trust

Email: foiteam@gosh.nhs.uk

[Enclosed – Your rights – see next page]

Your Rights

If you are dissatisfied with the response you have received to your request for information, please contact the FOI team and quote your reference number on all correspondence relating to your request.

You can also write to the Head of Quality & Safety at the following address:

Quality & Safety team
Great Ormond Street Hospital
LONDON
WC1N 3JH

If you are still not satisfied with your response, you also have the right to appeal to the Information Commissioner.

You can contact the Information Commissioner's Office at the following address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF