

Date: **28 February 2020**

Our reference: **FOIRQ5694**

Dear Sir/Madam,

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

**Your Request and Our Response (in bold)**

*I would like to find out some information regarding your Health Records.*

**Please see our response to your following request for information from Great Ormond Street Hospital for Children NHS Foundation Trust (the 'Trust'):**

1. *How many on site libraries does the trust have?* **1**
2. *What volume of notes are held on site?* **3,300 records**
3. *Does the Trust have any external storage contracts? If so, how many and who are the providers?* **Not for Health Records**
4. *What volume of notes are held off site by Third parties?* **None**
5. *If applicable, which Electronic Document Management systems does the Trust have?* **On-base**
6. *What are the start and end dates for any storage and / or software* Start Date: **From 1<sup>st</sup> March 2018 to 28<sup>th</sup> February 2023**
7. *How many staff work in the health records department?* **6 staff are employed for Health Records tasks**
8. *How many staff work in clinical prep?* **1 WTE complete the clinic prep tasks per day**
9. *How much does the Trust spend annually on pre-printed forms?* **The spend was £40,000.00 within the last 12 months**

**Please note:**

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

We hope the information provided is sufficient and helpful in answering your questions or any issues or concerns. Should you have any further queries in relation to this 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](mailto:foiteam@gosh.nhs.uk)

**[Enclosed – Your rights – see next page]**

### **Your Rights**

Should you have any questions relating to the response you have received to your request for information, please do not hesitate to contact the FOI Team. Alternatively, you are entitled to make a request for an internal review within two months from the date of receiving our final response to your original 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, however, you remain dissatisfied with the outcome of the internal review then you have the right to appeal to the Information Commissioner as the final stage of the FOI process. You can contact the Information Commissioner's Office at the following address:

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

Telephone: 0303 123 1113  
Fax: 01625 524510