

Ref. No: 203290520
From: Commercial
Date: 29/05/2020
Subject: Health Records

REQUEST

1. How many on-site libraries does the trust have?
2. What volume of notes are held on-site?
3. Does the Trust have any external storage contracts? If so, how many and who are the providers?
4. What volume of notes are held off site by Third parties?
5. If applicable, which Electronic Document Management systems does the Trust have?
6. What are the start and end dates for any storage and / or software contracts?
7. How many staff work in the health records department?
8. How many staff work in clinical prep?
9. How much does the Trust spend annually on pre-printed forms?

RESPONSE

1. The Trust has one Health Records Library
2. Approximately 120,000 are held on-site
3. The Trust does not have an external storage contract in place for Health Records but uses a secure site, Fleet Storage.
4. Approximately 63,000 records are held in off-site storage
5. CCube Solutions EDRM

6. EDMS expiry 30/04/2021
7. 54.81 wte work in the Health Records Department
8. 7.2 wte work on clinical prep
9. Spend on anything coded WPH (Printed stationery) and ZWO (Printing/Publishing Services) was £291,000 + VAT during period 1/4/2019-31/03/2020. These items may or may not form part of patient record