

3 January 2018

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██████████
By email
██████████

Dear ██████████

Request under the Freedom of Information Act 2000 (the “FOI Act”)

I refer to your email of 4 December 2017 in which you requested information under the FOI Act from NHS Improvement. Since 1 April 2016, Monitor and the NHS Trust Development Authority have been operating as an integrated organisation known as NHS Improvement. For the purposes of this decision, NHS Improvement means Monitor and the TDA.

Your request

You made the following request:

“The movement away from paper to digital processes has been on-going for some time now. One part of a comprehensive digitisation strategy is the use of scanners to create digital versions of paper documents. Below is my freedom of information request regards your use of scanners. Not multi-functional devices, but paper document Scanners, DM systems and EPR systems. If you have any questions please feel free to email me at this address.

- *How many employees do you currently have?*
- *How many scanners (not multifunctional devices) do you currently have to scan paper based documents?*
- *Which brand do you use (i.e. Brother, Canon, Fujitsu, Kodak Alaris etc)?*
- *Who supplies these scanners?*
- *Do you have a contract for these scanners?*
- *If so, when does this expire?*
- *What Document Management system(s) do you use?*
- *What Electronic Patient Record (EPR)/Electronic Healthcare Record (EHR) do you currently use?*
- *What is the name, job title, and email address of the person responsible for your scanner fleet?”*

Decision

NHS Improvement holds the information that you have requested.

NHS Improvement has decided to release all of the information that it holds.

Response

The numbering has been inserted by NHS Improvement for ease of reference:

1. How many employees do you currently have?

1283*

*As of 12 December 2017.

2. How many scanners (not multifunctional devices) do you currently have to scan paper based documents?

0.

NHS Improvement only have multifunctional devices.

3. Which brand do you use (i.e. Brother, Canon, Fujitsu, Kodak Alaris etc)?

N/A – please see the response to question 2.

4. Who supplies these scanners?

N/A – please see the response to question 2.

5. Do you have a contract for these scanners?

N/A – please see the response to question 2.

6. If so, when does this expire?

N/A – please see the response to question 2.

7. What Document Management system(s) do you use?

SharePoint

8. What Electronic Patient Record (EPR)/Electronic Healthcare Record (EHR) do you currently use?

None.

9. What is the name, job title, and email address of the person responsible for your scanner fleet?

N/A – please see the response to question 2.

Review rights

If you consider that your request for information has not been properly handled or if you are otherwise dissatisfied with the outcome of your request, you can try to resolve this informally with the person who dealt with your request. If you remain dissatisfied, you may seek an internal review within NHS Improvement of the issue or the decision. A senior member of NHS Improvement's staff, who has not previously been involved with your request, will undertake that review.

If you are dissatisfied with the outcome of any internal review, you may complain to the Information Commissioner for a decision on whether your request for information has been dealt with in accordance with the FOI Act.

A request for an internal review should be submitted in writing to FOI Request Reviews, NHS Improvement, Wellington House, 133-155 Waterloo Road, London SE1 8UG or by email to nhsi.foi@nhs.net.

Publication

Please note that this letter will shortly be published on our website. This is because information disclosed in accordance with the FOI Act is disclosed to the public at large. We will, of course, remove your personal information (e.g. your name and contact details) from the version of the letter published on our website to protect your personal information from general disclosure.

Yours sincerely,

NHS Improvement