

**Information Governance**

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Ref: FOI2018/4551

Date Received: 22<sup>nd</sup> March 2018  
Response Due: 23<sup>rd</sup> April 2018

13<sup>th</sup> April 2018

Dear

**INFORMATION REQUEST UNDER THE FREEDOM OF INFORMATION ACT 2000**

We are now pleased to respond to your request for information under the FOI Act.

You asked

*With reference to Jeremy Hunt's directive for a paperless NHS by 2020, I would like to establish where Wrightington, Wigan & Leigh NHS Foundation Trust are within that process and would be grateful if you could respond to the following questions:*

1) *Where do you store your physical paper medical records? Please indicate all types relevant from below.*

- **In house library**
- *Offsite storage*
- *We do not have any paper records*

2) *Have you already started to digitise your medical records? Yes/No*

*If yes, then which records have you digitised?*

*Legacy records:* **NA**

*If Yes: Is this being done in-house or is this outsourced (if outsourced, what is the name of the provider, and what is the length of this contract?)*

*Day Forward Records:* **NA**

*If yes: Is this being done in-house or is this outsourced? (If outsourced, what is the name of the provider, and what is the length of this contract?)*

3) *If you have already started to scan your records how do you host your images? **We do not scan records.***

EDMS (Electronic Document Management System): **NA**

If yes: Which EDMS do you use and what is the length of the contract/licence for this service?

**NA**

Shared drives: **NA**

If yes: Are the shared drives managed internally by the Trust or externally by an outside provider? (What is the name of the outside provider, and what is the length of this contract?)

Online portal: **NA**

If yes: What online portal does the Trust currently use and what is the length of the contract/licence for this service?

Other not mentioned above: please provide details of the service used.

4) If you have not started to scan your medical records when do you expect to start this project?

**No Plans**, Within 6 months, Within 12 months, Within 18 months, Within 24 months

5) If you do plan to start scanning your medical records how will you manage the procurement? **N/A**

OJEU: Yes/No

Framework: Yes/No

If yes: Which framework will you use?

LPP, ESPO, SBS, H.T.E (Health Trust Europe), NOE CPC

Procurement stage already complete: Yes/No

6) Who is the person responsible at your organisation for medical record digitisation projects?

If unable to provide individuals name, please provide full job title and name of the department in which the individual is based.

**Associate Director of IM&T / Production & Modernisation Department.**

I trust that this information is helpful to you, however if you are not entirely satisfied with this response please do not hesitate to contact the Information Governance Department on 01257 488271. If we do not hear from you within 28 days we will assume that we have been able to accommodate your request under the Freedom of Information Act 2000.

Yours sincerely,



Andrew Foster  
Chief Executive

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If you are unhappy with the service you have received in relation to your request and wish to make a complaint or request a review of our decision, you should write to: Information Governance Department, Wrightington, Wigan and Leigh NHS Foundation Trust, Wrightington Hospital, Hall Lane, Appley Bridge, Wigan, WN6 9EP

If you are not content with the outcome of your complaint, you may apply directly to the Information Commissioner for a decision. Generally the ICO cannot make a decision unless you have exhausted the complaints procedure at: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF