

FOI 0226/2025 Response

Dear FOI Team,

I'm contacting you as part of an independent review into the use of Electronic Document Management Systems (eDMS) across NHS Trusts in England. Specifically, I'm seeking information on how digitised patient records are processed, scanned, and managed within your Trust as I have seen from a previous request that I have need of further clarification on. The questions below focus on scanning operations and any technology or providers involved.

eDMS Implementation and Scanning Practices

- 1. How is content added to your eDMS? (Please delete as appropriate)**
 - Scanned Internally by Trust Staff
 - Scanned Internally by a Company
 - Scanned Externally by a Company
 - Digital Documents Uploaded by Trust Staff
 - Digital Documents Fed Through From Other Systems
- 2. If records are scanned internally by Trust staff, is this undertaken via a centralised scanning bureau or departmentally?**

Via our EDMRS system, where we have a dedicated internal scanning team.

- 3. If some, or all records are scanned externally, what is the scanning service provider(s) company name(s)?**

N/A

- 4. What is the scanning service provider's contract expiry date?**

N/A as documents scanned internally by Trust staff.

- 5. If some, or all records are scanned via an internal, centralised scanning bureau, please specify the scanning hardware manufacturer and device models that are in use (e.g. "Falcon Scanners by Opex Corporation").**

The Trust's Electronic document and records management system is Onbase hosted by Hyland, using Kodak i4650 scanners

- 6. If some, or all records are scanned internally at a departmental level, please confirm if desktop scanners or Multi-Function Devices (MFDs) are used. (Please delete as appropriate)**

- Desktop Scanner, Kodak i4650
- Multi-Function Device (MFD)

- 7. Please specify the scanning hardware manufacturer and device models that are in use at a departmental level.**

Multi-Function Printers (MFD) supplied by Xerox for locally scanning, but these images are not captured in the EDRMS. Any original document is sent to the scanning bureau

for formal scanning and uploading to the EDRMS. Device models are B415V_DNX Mono MFD and C415V_DNX Colour MFD.