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Darlington Memorial Hospital
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Request for Information Reference: 01.20.57

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Email only

25 February 2020

Freedom of Information Act 2000 – Request for Information

Thank you for your request for information received on 29 January 2020 in relation to the County Durham and Darlington NHS Foundation Trust (Trust). We are dealing with your request under the provisions of the Freedom of Information Act 2000.

You requested information regarding electronic patient records (EPR). Specifically you requested information as follows:

1. Do you currently have an Electronic Patient Records (EPR)?

Answer: Yes.

2. If so what services in the hospital are live?

Answer: Acute and Community Services.

3. If services are not currently live what plans do you have to progress this?

Answer: N/A.

4. Does your EPR have historic patient notes that have been added since you went live?

Answer: N/A.

5. Do you have a separate Document Management system (EDM) and is it integrated with your EPR?

Answer: Yes. The Trust have an EDM solution.

6. Did you scan all historic notes into your EPR or EDM?

Answer: We only scan historical notes for patients who attend the Trust.

7. If you scan directly into your EPR, is your scanning intelligently filed/linked to episodes of care or is it just continuously scanned without detailed recognition but filed chronologically?

Answer: The majority of scanned documents are filed based on the location they were filed in the paper medical records with the exception of letters which are filed based on the speciality identified in the signature box of the letter and the date at the top of the letter.

8. Have you chosen to only scan selected historic notes and if so what criteria was used?

Answer: We only scan the records for patients who attend the Trust.

9. Did you scan before going live with your EPR or do you scan on demand?

Answer: Scan on demand.

10. Do you still retain the paper case note?

Answer: No.

11. If so, are you compliant with BS10008 standards?

Answer: Yes.

12. If paper case notes are still retained, where are they stored?

Answer: N/A.

13. Have you fully implemented Order Comms in your Trust? If not, what do you do with transient documents created in the clinical workflow - for instance scanned request cards for Radiology?

Answer: Not fully. Scanned and held locally in Radiology or Pathology under retention rules.

14. When you send tests away for Pathology, what do you do with any paper results that are received - once transcribed, are they kept as the original source of the result or are they destroyed?

Answer: Biochemistry/Haematology: Results scanned into DART and paper file kept for 7 days.

Microbiology: Depending on the referral lab/ test we keep the original for different lengths of time. Newcastle & Carlisle reports are kept for 6-9months and Public Health reports are kept for ~1year. All reports are scanned on DART (electronic version of form) so we have a copy on file for 2 years.

Histology: Once transcribed the original report is scanned on DART and is available as an electronic copy for 2 years. The original is disposed of in the confidential waste.

15. What engagement have you had with your local IG leads in assessing your scanning workflow? Do you feel that the IG Toolkit guidance on how to handle scanning of documentation and subsequent retention (or otherwise) of the paper copy addresses your needs?

Answer: IG elements of any project including scanning are included at the commencement.

In line with the Information Commissioner's directive on the disclosure of information under the Freedom of Information Act 2000 your request will form part of our disclosure log. Therefore, a version of our response which will protect your anonymity will be posted on the County Durham and Darlington NHS Foundation Trust website.

If you have any queries or wish to discuss the information supplied, please do not hesitate to contact me on the above telephone number or at the above address.

If you are unhappy with the way your request for information has been handled, you can request a review by writing to:

The Chief Executive
County Durham & Darlington NHS Foundation Trust
Darlington Memorial Hospital
Hollyhurst Road
Darlington
DL3 6HX

If, you remain dissatisfied with the handling of your request or complaint, you have a right to appeal to the Information Commissioner at:

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

Telephone: 0303 123 1113
Website: www.ico.gov.uk.

There is no charge for making an appeal.

Yours sincerely

Joanna Tyrrell
Freedom of Information Officer