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Request for Information Reference: 05.20.28

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Email only

24 June 2020

Freedom of Information Act 2000 – Request for Information

Thank you for submitting a request for information which we received on 29 May 2020 in relation to County Durham and Darlington NHS Foundation Trust (the Trust). Your request has been processed under the provisions of the Freedom of Information Act 2000 and I am now able to provide you with a response.

Your request was in relation to Health records and software and I am providing the following information in response to your specific questions:

1. How many on-site libraries does the Trust have?

The Trust does not have any on-site libraries.

2. What volume of notes are held on-site?

There are no notes held on-site.

3. Does the Trust have any external storage contracts? If so, how many and who are the providers?

Yes, the Trust has one external storage contract, the details are as follows: Document Storage, Retrieval & Secure Destruction Services the supplier is Restore PLC. The start date was 01/02/2017 and the end date is 31/01/2022.

4. What volume of notes are held off site by third parties?

All notes are held off site by third parties.

5. If applicable, which Electronic Document Management (EDM) systems does the Trust have?

The Trust uses WinDIP EDM.

6. What are the start and end dates for any storage and/ or software

ECDM Electronic Document Management Software the supplier is Civica UK Limited. The start date is 15/02/2013 and the end date is 14/02/2023. (Software)

Document Storage, Retrieval & Secure Destruction Services the supplier is Restore PLC. The start date is 01/02/2017 and the end date is 31/01/2022 (Storage)

7. How many staff work in the Health Records department?

There are four members of staff who work in the Health Records department.

8. How many staff work in clinical prep?

The Trust does not conduct any clinic prep in regards to what would have occurred in a medical records department. Pre-printed forms are delivered from an external supplier and they are in clinic for the consultants to complete, no preparation is completed by Trust staff.

9. How much does the Trust spend annually on pre-printed forms?

The Trust spends £140k annually on pre-printed forms.

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 on the Trust's website. However please be assured that we anonymise all responses prior to adding them to the disclosure log.

I hope that this response has provided you with the information you had requested. If you have any queries or wish to discuss the information supplied, please do not hesitate to contact me by telephone or in writing. If however, you are dissatisfied with the way in which your request has been handled and would like an internal review, you will need to contact me in writing at the above address or via cdda-tr.cddftfoi@nhs.

If you remain dissatisfied with our response following an internal review you have the right to appeal to The Information Commissioner at Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. More information is available on their website; www.ico.gov.uk.

Yours sincerely

Joanna Tyrrell
Freedom of Information Officer