

Executive Corridor
Darlington Memorial Hospital
Hollyhurst Road
Darlington
DL3 6HX
Switchboard Tel: 01325 38 0100
Foundation Trust Office: 01325 74 3625
Corporate Records Office: 01325 74 3700

Request for Information Reference: 03.22.31

FOI Direct line: 01325 743700
Email: cdda-tr.cddftfoi@nhs.net

Email only

31st March 2022

Freedom of Information Act 2000 – Request for Information

Thank you for submitting a request for information which we received on 14th March 2022 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 Electronic Document Records Management System and I am providing the following information in response to your specific questions:

1. In relation to your Health Records department within your Trust please can you provide:

a. Structure of the department

The structure is:

Head of Health Records
ECDM Co-ordinator
ECDM Clerical Office

b. WTE before EPR/EDMS

4

c. WTE after EPR/EDMS

4

d. Copy of Job descriptions for EDMS/EPR posts

Please see Attachment 1, 2 and 3 for the job descriptions for the Head of Health Records, ECDM Co-ordinator and the ECDM Clerical Officer.

2. In relation to your Health Records EPR/EDRMS do you provide scanning on site within your Trust can you provide:

- a. Policies
- b. Procedures
- c. Processes
- d. Guidance Documents
- e. Process map

No

3. In relation to the transition from paper to digital health records at your Trust please provide:

- a. Any paper to digital transition plans
- b. Benefit realisation documents

Please see attachment 4 (Business case post implementation review) and attachment 5 (Gateway)

4. In relation to health records held within E-Referral Service/Choose & Book such as referral letters, how is this shared with, accessed through or manually copied onto your EPR/EDMS at your Trust, please provide:

- a. Policies
- b. Procedures
- c. Processes
- d. Guidance Documents
- e. Process map
- f. Process flowcharts
- g. Service Standards/KPI's
- h. Process flowcharts
- i. Service Standards/KPI's

Please see the attached procedures:

Attachment 6 – Recording and Registering Manual Referrals

Attachment 7 – Forwarding Referrals to Consultants for Triage

Attachment 8 – Transmission of Referral Letters to TNT Scanning

Attachment 9 – Dealing with Referral Letters after Prioritisation Postal Route

Attachment 10 – Sending ERS Referral Letters to Triage

Attachment 11 – Procedures for Printing ERS Referral Letters

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

Corporate Records and Freedom of Information Facilitator