

Ref. No: FOI1924
Date: 17/07/2025
Subject: Scanning Processes for Digitised Patient Records

REQUEST

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?
3. If some, or all records are scanned externally, what is the scanning service provider(s) company name(s)?
4. What is the scanning service provider's contract expiry date?
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").
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
 - Multi-Function Device (MFD)
7. Please specify the scanning hardware manufacturer and device models that are in use at a departmental level.

RESPONSE

St Helens and Knowsley Teaching Hospitals NHS Trust and Southport and Ormskirk Hospital NHS Trust became a single legal entity known as Mersey and West Lancashire Teaching Hospitals NHS Trust on 1st July 2023, as such parts of the response may be provided in two sections relating to the hospital sites of each of the legacy organisations.

1. How is content added to your eDMS? (Please delete as appropriate)

- Scanned Internally by Trust Staff
- Digital Documents Uploaded by Trust Staff
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2. If records are scanned internally by Trust staff, is this undertaken via a centralised scanning bureau or departmentally?

Scanning is undertaken by the Digital Health Records & Scanning Service Department but at 2 locations

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?

One contract in May 2026 and One Contract in October 2025

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").

Kodak Scanners provided via Kodak or Kainos

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)

N/A

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

Kodak i5250
Kodak i3450
Kodak i5200
Kodak i4250