

Freedom of Information Request: Our Reference CTMUHB_119_23

You asked:

1. Does Cwm Taf Health Board have a dedicated on-site scanning team for paper records?

Yes.

a. If so, how many FTE are within the team?

38.57 FTE provide all central Patient Records Library services; no posts are specific to scanning.

b. What volumes are the team scanning on a daily / weekly / monthly / annual basis?

23,661 average daily images.

c. Are the team scanning legacy records or day forward, or both?

Day forward images.

d. What hardware & software is used by the team?

Kodak Scanners, Kodak Capture Pro Software.

e. Is the hardware leased, rented or was it purchased outright?

Purchased.

f. Who is responsible within the organisation for the procurement of hardware and software? Please supply contact details.

Procurement services are provided by [NHS Wales Shared Services Partnership](#) (NWSSP) to all Wales NHS Health Boards.

Therefore, if further information is required please contact NWSSP directly at the following address: shared.services@wales.nhs.uk

2. If Cwm Taf *does not* have a dedicated on-site scanning team, is there a contract for outsourced document scanning provisions?

a. If so, who is this contract with?

b. What is the value of the contract?

c. When is the contract due for renewal?

N/A.

3. Does Cwm Taf have on-site facilities to store paper records?

Yes, there are dedicated record libraries at Cwm Taf Morgannwg UHB.

4. Does the Cwm Taf have contract(s) for off-site storage?

Yes.

a. If so, who is the contract with?

Hywel Dda University Health Board

b. Does the contract include scan on demand or digitising services?

No.

c. If so, what volumes of pages / images are scanned daily/weekly/monthly/annually?

N/A.

d. What is the annual cost for outsourced scanning – either on-demand or scheduled?

N/A.

5. Are there departments within Cwm Taf that scan their own documents locally?

No.

a. If so, what hardware and software is used to manage this?

b. Are volumes captured? If so, what are they?

c. What types of documents are scanned?

N/A.

6. Who is responsible for records / document management programmes/systems? Please provide contact details.

Core patient records responsibility:

Clinical Records Modernisation Project Manager
Medical Records Department
Williamstown Records Hub,
Dinas Isaf West,
Williamstown,
Rhondda
01443 443443 - ext. 77003

7. Who manages the contract(s) relationships with hardware providers and outsourced storage or scanning providers? Please provide contact details

Please see response to question 1f.

