

Ref. No: 0944
Date: 20/05/24
Subject: Electronic Document Management System (EDMS)

REQUEST

Please could you provide answers to the below questions regarding electronic document management (EDMS)?

1. What is the Trust's EDMS solution?
2. Who is the supplier of the Trust's EDMS?
3. What is the annual spend on the EDMS contract?
4. When is the EDMS contract due to expire?
5. Does the Trust plan on replacing the current EDMS system?
6. Does the Trust have multiple EDMS systems in place?
7. How many WTE in the Medical Records Department?
8. How many patient records does the Trust hold within their libraries?
9. Who is the person responsible for managing the medical records spend / budget?
10. Does the Trust utilise a third-party scanning provider? If so who is the supplier?

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. What is the Trust's EDMS solution?

St Helens and Knowsley:

Electronic Document Management System (EDMS) – CCube Solutions.

Southport and Ormskirk:

Evolve EDMS – Kainos.

2. Who is the supplier of the Trust's EDMS?

CCube Solutions and Kainos.

3. What is the annual spend on the EDMS contract?

£261k for both systems.

4. When is the EDMS contract due to expire?

April 2025 for both systems.

5. Does the Trust plan on replacing the current EDMS system?

No

6. Does the Trust have multiple EDMS systems in place?

Yes, please see response to question one.

7. How many WTE in the Medical Records Department?

St Helens and Knowsley:

Health Records Manager (1 WTE – Band 7)
Health Records Supervisors (2 WTE – Band 3)
Health Records Driver (1 WTE – Band 2)
Health Records Clerks (41.36 WTE – Band 2)

Southport and Ormskirk:

Medical Records Manager (1 WTE – Band 6)
Medical Records Senior Supervisor (1 WTE – Band 4)
Medical Records Scanning Supervisor (1 WTE – Band 3)
Medical Records Clinic Prep Supervisor (1 WTE – Band 3)
Medical Records Document Scanner (13.5 WTE – Band 2)
Medical Records Clinic Prep (8 WTE – Band 2)

8. How many patient records does the Trust hold within their libraries?

St Helens and Knowsley:

108,354 traditional paper case notes, 16,516 obstetric notes, and 1,560 deceased case notes.

Southport and Ormskirk:

7,500 general notes, 40,000 maternity notes, 3,300 spinal notes, and 4,500 deceased notes.

9. Who is the person responsible for managing the medical records spend / budget?

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10. Does the Trust utilise a third-party scanning provider? If so who is the supplier?

No.