

Freedom of Information (Scotland) Act 2002

Date received	02/09/2022	Subject	Post		
Passed to	Medical Records Finance	Date passed	02/09/2022	Respond by	22/09/2022
Category	Business	FOI number	2022-367		

Question/s to be answered

1.	<p>How many inpatients, outpatient and waiting list patients in total is your trust currently responsible for?</p> <p style="color: red;">We hold 11,166 patients on all current waiting lists</p>
2.	<p>How many letters are received by the trust on an annual basis?</p> <p style="color: red;">In accordance with FOISA s 17(1), NHS Shetland confirms that it does not hold the information requested.</p>
3.	<p>Does your print and post room currently scan and distribute inbound communications (i.e., physical letters received by the trust)?</p> <p style="color: red;">No</p>
4.	<p>What make of Scanner do you use?</p> <p>Kodak Yes/No</p> <p>Fujitsu Yes/No</p> <p>MFD – Copier Yes /No</p> <p>Other (please specify) N/A</p>
5.	<p>Do you have scanning software or extraction software linked to your scanner to help identify and categorize your inbound communications?</p> <p>If yes, who supplies your service N/A</p> <p>How many images do you validate? _____</p> <p>What is the cost of each image communication _____</p>
6.	<p>Do you currently use an outsourced scanning service?</p> <p>If yes, who supplies you with your scanning service? N/A</p> <p>How many images do you send to the supplier a year? _____</p> <p>What is the cost of each image / page communication? _____</p>
7.	<p>What volume of your current inbound post in scanned and sent digitally throughout your organisation?</p> <p>Total number scanned letters N/A</p>
8.	<p>Who has responsibility for digital transformation in your organisation?</p> <p>Name: Craig Chapman</p> <p>Email Address: Craig.Chapman@nhs.scot</p>

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9.	Who is responsible for your post room (i.e., who is your post room manager)? Name: Ryan Sandison Email Address: ryan.sandison@nhs.scot
10.	Who is the Director of IT in your organisation? Name: Craig Chapman Email Address: Craig.Chapman@nhs.scot
11.	Who is the procurement manager responsible for print and post solutions in your organisation? Name: Pete Gaines Email Address: Peter.Gaines@nhs.scot