

## FOI 6764 Request

I am writing to request information under the Freedom of Information Act 2000. I would be grateful if you could you send me answers to questions below. It is likely your Post Room will be able to help with most of this request.

1.	<p><b>How many inpatients, outpatient and waiting list patients in total is your trust currently responsible for?</b></p> <p><i>The total number of patients on our Trust waiting list (including patients waiting for inpatient and outpatient care), as of 31st August 2022, is 24,444.</i></p>
2.	<p><b>How many letters are received by the trust on an annual basis?</b></p> <p><i>We do not collect this information</i></p>
3.	<p><b>Does your print and post room currently scan and distribute inbound communications (i.e., physical letters received by the trust)?</b></p> <p><i>Our post room distributes inbound post but does not scan post.</i></p>
4.	<p><b>What make of Scanner do you use?</b></p> <p>Kodak                      Yes/No</p> <p>Fujitsu                      Yes/No</p> <p>MFD – Copier              Yes /No</p> <p>Other (please specify) <i>No - As per Q3, the Post Room does not scan post</i></p>
5.	<p><b>Do you have scanning software or extraction software linked to your scanner to help identify and categorise your inbound communications?</b></p> <p><i>No - See responses to Q3 &amp; Q4</i></p> <p>If yes, who supplies your service _____</p> <p>How many images do you validate? _____</p> <p>What is the cost of each image communication _____</p>

6.	<p><b>Do you currently use an outsourced scanning service?</b></p> <p><b>No</b></p> <p>If yes, who supplies you with your scanning service? _____</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><b>What volume of your current inbound post is scanned and sent digitally throughout your organisation?</b></p> <p><b>Not applicable</b></p> <p>Total number scanned letters _____</p>
8.	<p><b>Who has responsibility for digital transformation in your organisation?</b></p> <p><b>Name: Jon Burwell (Chief Information Officer)</b></p> <p><b>Email Address: jon.burwell@nhs.net</b></p>
9.	<p><b>Who is responsible for your post room (i.e., who is your post room manager)?</b></p> <p><b>Housekeeping and Portering Manager (name withheld due to lower banding)</b></p> <p><b>Overall Manager – Head of Facilities Ian Robinson, ian.robinson9@nhs.net</b></p>
10.	<p><b>Who is the Director of IT in your organisation?</b></p> <p><b>Name: Jon Burwell (Chief Information Officer)</b></p> <p><b>Email Address: jon.burwell@nhs.net</b></p>
11.	<p><b>Who is the procurement manager responsible for print and post solutions in your organisation?</b></p> <p><b>Name Mark Branton, Head of Sourcing</b></p> <p><b>Email Address m.branton@nhs.net</b></p>