

Response to Request for Information

Reference FOI 001774
Date 11 December 2017

Paper to Digital Processes

Request:

The movement away from paper to digital processes has been on-going for some time now. One part of a comprehensive digitisation strategy is the use of scanners to create digital versions of paper documents. Below is my freedom of information request regards your use of scanners. Not multi-functional devices, but paper document scanners and student record management systems.

- How many employees do you currently have?
[Headcount 4235. FTE 3384](#)
- How many scanners (not multifunctional devices) do you currently have to scan paper based documents?
[Approximately 35 Desktop scanners plus 6 larger application specific scanners](#)
- Which brand do you use (i.e. Brother, Canon, Fujitsu, Kodak Alaris etc)?
[Mainly Fujitsu](#)
- Which scanner model do you mainly use?
[The main models used are Fujitsu FI6130Z and Fujitsu FI1760Z](#)
- Who supplies these scanners?
[These scanners were supplied directly from Fujitsu](#)
- Do you have a contract for these scanners?
[Some of the larger scanners have maintenance contracts](#)
- If so, when does this expire?
[These are all individual 12 month rolling contracts each with its own start date.](#)
- What Document Management system(s) do you use?
[Northgate Information@Work](#)
[Northgate Documents](#)
[IDOX](#)

[NOT PROTECTIVELY MARKED]

- Which student record management system do you use?
The Pupil Information Management System we use is called Capita ONE.
- What Electronic Patient Record (EPR)/Electronic Healthcare Record (EHR) do you currently use?
As we are a commissioner of services we technically don't use any electronic patient record systems except for the HLS who are currently using PharmOutcomes and the councils CRM tool . Both systems had a privacy Impact assessment which included HLS use.

The only health record we have is a single view of an agreed data set (shared between City of Wolverhampton Council and RWHT) using the product Fibonacci

- What is the name, job title, and email address of the person responsible for your scanner fleet?

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