**FOI Ref: 6595**

**Category(ies): Trust – Estates and Facilities/Security, Trust - IT**

**Subject: Scanning, Printing and Postal Services**

**Date Received: 02/09/2022**

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| **Your request:** | **Our response:** |
| 1. How many inpatients, outpatient and waiting list patients in total is your trust currently responsible for? | Variable according to activity. The Trust’s total Referral to Treatment Waiting List size is approximately 25,000 patients based on the latest nationally-submitted data. |
| 1. How many letters are received by the trust on an annual basis? | Not known – TRFT do not record this. |
| 1. Does your print and post room currently scan and distribute inbound communications (i.e., physical letters received by the trust)? | No |
| 1. What make of Scanner do you use?  * Kodak Yes/No * Fujitsu Yes/No * MFD – Copier Yes /No * Other (please specify) | Konica MFD |
| 1. Do you have scanning software or extraction software linked to your scanner to help identify and categorise your inbound communications? | No |
| 1. If yes, who supplies your service? | N/A |
| 1. How many images do you validate? | N/A |
| 1. What is the cost of each image communication? | N/A |
| 1. Do you currently use an outsourced scanning service? | No |
| 1. If yes, who supplies you with your scanning service? | N/A |
| 1. How many images do you send to the supplier a year? | N/A |
| 1. What is the cost of each image / page communication? | N/A |
| 1. What volume of your current inbound post in scanned and sent digitally throughout your organisation?  * Total number scanned letters | None |
| 1. Who has responsibility for digital transformation in your organisation?  * Name * Email Address | \*James Rawlinson  jrawlinson@nhs.net |
| 1. Who is responsible for your post room (i.e., who is your post room manager)?  * Name * Email Address | \*Ian Hinitt  [Ian.hinitt3@nhs.net](mailto:Ian.hinitt3@nhs.net) |
| 1. Who is the Director of IT in your organisation?  * Name * Email Address | \*James Rawlinson  jrawlinson@nhs.net |
| 1. Who is the procurement manager responsible for print and post solutions in your organisation?  * Name * Email Address | Susan Grundy  \*[susan.grundy@nhs.net](mailto:susan.grundy@nhs.net) |

\*The names of the relevant individuals are detailed above. The provision of these contact details **does not** imply consent for unsolicited correspondence on your part. As per Section 122 of the Data Protection Act 2018, **permission is not given** to use these details for unsolicited contact. Right to prevent processing for purposes of direct marketing.

*S122 (5) direct marketing” means the communication (by whatever means) of advertising or marketing material which is directed to a particular individual.*