

**Freedom of Information Request**

**Ref: 22-502**

22 September 2022

By Email

Dear Sir/Madam

Thank you for your request for information under the Freedom of Information Act 2000. The Trust's response is as follows:

- We can confirm that we hold some of the information you are requesting

1.	<p><b>How many inpatients, outpatient and waiting list patients in total is your trust currently responsible for?</b>          The Trust saw around 160,000 Inpatients/Day Cases and 800,000 Outpatients last year (2021/22). Our current Referral To Treatment Waiting List is 60,700.</p>
2.	<p><b>How many letters are received by the trust on an annual basis?</b>          The Trust received 910,235 items in 2021.</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>          We distribute internal mail and communications in the post room.</p>
4.	<p><b>What make of Scanner do you use? Not applicable</b></p> <p><b>Kodak</b>                      <b>Yes/No</b></p> <p><b>Fujitsu</b>                      <b>Yes/No</b></p> <p><b>MFD – Copier</b>              <b>Yes /No</b> Yes - Konica</p> <p><b>Other (please specify)</b></p>
5.	<p><b>Do you have scanning software or extraction software linked to your scanner to help identify and categorise your inbound communications? No</b></p> <p><b>If yes, who supplies your service</b></p> <p><b>How many images do you validate?</b></p> <p><b>What is the cost of each image communication</b></p>

6.	<p><b>Do you currently use an outsourced scanning service? No</b></p> <p><b>If yes, who supplies you with your scanning service?</b></p> <p><b>How many images do you send to the supplier a year?</b></p> <p><b>What is the cost of each image / page communication?</b></p>
7.	<p><b>What volume of your current inbound post is scanned and sent digitally throughout your organisation? Not applicable</b></p> <p><b>Total number scanned letters Not applicable</b></p>
8.	<p><b>Who has responsibility for digital transformation in your organisation?</b></p> <p><b>Name</b> Director of Finance and Information.</p> <p><b>Email Address</b> <a href="mailto:digitalservicesadmin@uhbw.nhs.uk">digitalservicesadmin@uhbw.nhs.uk</a></p>
9.	<p><b>Who is responsible for your post room (i.e., who is your post room manager)?</b></p> <p><b>Name</b> Facilities Operations Portering Manager</p> <p><b>Email Address</b> <a href="mailto:facilities@uhbw.nhs.uk">facilities@uhbw.nhs.uk</a></p>
10.	<p><b>Who is the Director of IT in your organisation?</b></p> <p><b>Name</b> Steve Gray</p> <p><b>Email Address</b> <a href="mailto:digitalservicesadmin@uhbw.nhs.uk">digitalservicesadmin@uhbw.nhs.uk</a></p>
11.	<p><b>Who is the procurement manager responsible for print and post solutions in your organisation?</b></p> <p><b>Name</b> Marie-Clare Reid</p> <p><b>Email Address</b> <a href="mailto:procurement@nbt.nhs.uk">procurement@nbt.nhs.uk</a></p>

This concludes our response. We trust that you find this helpful, but please do not hesitate to contact us directly if we can be of any further assistance.

If, after that, you are dissatisfied with the handling of your request, you have the right to ask for an internal review. Internal review requests should be submitted within two months of the date of receipt of the response to your original letter and should be addressed to:

Data Protection Officer  
University Hospitals Bristol and Weston NHS Foundation Trust  
Trust Headquarters  
Marlborough Street  
Bristol  
BS1 3NU

Please remember to quote the reference number above in any future communications.

If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Publication

Please note that this letter and the information included/attached will be published on our website as part of the Trust's Freedom of Information Publication Log. This is because information disclosed in accordance with the Freedom of Information Act is disclosed to the public, not just to the individual making the request. We will remove any personal information (such as your name, email and so on) from any information we make public to protect your personal information.

To view the Freedom of Information Act in full please click [here](#).

Yours sincerely

**Freedom of Information Team**  
**University Hospitals Bristol and Weston NHS Foundation Trust**