



GIG
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Bwrdd Iechyd Prifysgol
Bae Abertawe
Swansea Bay University
Health Board

Cadeirydd/Chair: **Emma Woollett**
Prif Weithredwr/Chief Executive: **Mark Hackett**

gofalu am ein gilydd, cydweithio, gwella bob amser
caring for each other, working together, always improving

Rydym yn croesawu gohebiaeth yn y Gymraeg neu'r Saesneg. Atebir gohebiaeth Gymraeg yn y Gymraeg, ac ni fydd hyn yn arwain at oedi.
We welcome correspondence in Welsh or English. Welsh language correspondence will be replied to in Welsh, and this will not lead to a delay.

Cais Rhyddid Gwybodaeth / Freedom of Information request **Ein Cyf / Our Ref: 22-I-045**

You asked:

1. Does the Health Board have a dedicated on-site scanning team for paper records?

No

a. If so, how many FTE are within the team?

Not applicable

b. What volumes are the team scanning on a daily / weekly / monthly / annual basis?

Not applicable

c. Are the team scanning legacy records or day forward, or both?

Not applicable

d. What hardware & software is used by the team?

Not applicable

e. Is the hardware leased, rented or was it purchased outright?

Not applicable

f. Who is responsible within the Health Board for the procurement of hardware and software? Please supply contact details.

Keir Warner, Head of Procurement

Keir.Warner@wales.nhs.uk

2. If the Health Board does not have a dedicated on-site scanning team, is there a contract for outsourced document scanning provisions?

No



Pencadlys BIP Bae Abertawe, Un Porthfa Talbot, Port Talbot, SA12 7BR / Swansea Bay UHB Headquarters, One Talbot Gateway, Port Talbot, SA12 7BR

Bwrdd Iechyd Prifysgol Bae Abertawe yw enw gweithredu Bwrdd Iechyd Lleol Prifysgol Bae Abertawe
Swansea Bay University Health Board is the operational name of Swansea Bay University Local Health Board

a. If so, who is this contract with?

Not applicable

b. What is the value of the contract?

Not applicable

c. When is the contract due for renewal?

Not applicable

3. Does the Health Board have on-site facilities to store paper records?

Yes

4. Does the Health Board have contract(s) for off-site storage?

Yes

a. If so, who is the contract with?

Transmedia Swansea

Secure File Storage – Maltings

b. Does the contract include scan on demand or digitising services?

No

c. If so, what volumes of pages / images are scanned daily/weekly/monthly/annually?

Not applicable

d. What is the annual cost for outsourced scanning – either on-demand or scheduled?

Not applicable

5. Are there departments within the Health Board that scan their own documents locally?

Yes

a. If so, what hardware and software is used to manage this?

Zylab

b. Are volumes captured? If so, what are they?

No

c. What types of documents are scanned?

Emergency Department Documents

6. Who in the Health Board is responsible for records / document management programmes/systems? Please provide contact details

Matt John, Director of Digital

Matthew.John@wales.nhs.uk



7. Who in the Health Board manages the contract(s) relationships with hardware providers and outsourced storage or scanning providers? Please provide contact details

Keir Warner, Head of Procurement
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