

Document Scanning and Document Management Services



North of England
Commercial Procurement Collaborative

Contract duration: 4 years | 24/10/2011–23/10/2015

Background

Increasingly trusts are requiring easier access to documents and, in particular, patient records at point of care. Other pressures are driving the need to reduce reliance on paper records including storage issues, duplication and fragmentation of records, high cost of administering paper records, security of patient records and audit of records and compliance with information governance and improved patient experience.

This framework offers services to enable the conversion of paper records – primarily patient records – into electronic documents covering scanning, transport, preparation, indexing, encryption, secure holding and disposal, image retrieval and sharing and updating, data security, user training.

Agreement

This framework offers a platform to enable trusts to facilitate the conversion of paper records, and subsequent management and controlled sharing of the digitised records through a mix of service options. The framework is split into 3 lots and trusts can elect to utilise some or all of the lots as required.

Lot 1 – scanning services only

This lot envisages the scanning of all records to create a digital version to a standard which at least matches all legal and practical requirements with the characteristics necessary for use by all consultants, doctors, clinicians and service providers such as ward staff. This covers library scanning and/or future scanning, bulk scanning and ad-hoc scanning. This lot also includes such options as

management/consultancy support, implementation services, document storage and return/destruction services, hardware and training.

Lot 2 – electronic document management software only

To manage, maintain and share scanned records. This lot includes such options as consultancy/management support, hardware, training, implementation services, testing services, software modules, maintenance and support and integration service. The systems offered are capable of interfacing with other clinical information systems and import documents such as patient administration systems pathology and radiology results.

Lot 3 – end-to-end services

To cover an entire solution from lot 1 and lot 2 combined, or any combination of solution elements including all of the above, plus offering managed service and outsourcing solutions as may be required.

Document Scanning and Document Management Services



North of England
Commercial Procurement Collaborative

Contract duration: 4 years | 24/10/2011–23/10/2015

Benefits

This is a low cost route for NHS trusts to source document scanning and document management services to assist with converting paper patient records into digitised records.

- Speed and ease of competing and contracting your requirements – it has already been procured through a full OJEU competitive tender process
- Flexibility – this framework consists of 3 lots to enable trusts to mix and match service requirements, i.e. scanning only, document management software only, or end to end services for both through a managed service route

- Data security and protection
- Electronic sharing of records through trust specified control protocols
- Assurance of legally admissible electronic documents
- Compliance with Information governance requirements
- Audit tracking of record changes, updates, sharing and access

In order to secure the best value, NOE CPC encourages trusts to obtain competitive quotes from the all the suppliers in the appropriate lot(s).

Suppliers

- Atos Origin IT Services UK Limited
- Civica UK Limited
- EDM Group Ltd
- Hugh Symons Information Management Ltd
- Iron Mountain UK Ltd
- Kainos Evolve Limited

Any questions?

Contact Jackie Williams,
Procurement Specialist
0114 399 2013

jackie.williams@noecpc.nhs.uk