

FOI 621/2017

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, DM systems and EPR systems. If you have any questions please feel free to email me at this address.

- How many employees do you currently have?
- How many scanners (not multifunctional devices) do you currently have to scan paper based documents?
- Which brand do you use (i.e. Brother, Canon, Fujitsu, Kodak Alaris etc)?
- Which scanner model do you mainly use?
- Who supplies these scanners?
- Do you have a contract for these scanners?
- If so, when does this expire?
- What Document Management system(s) do you use?
- What Electronic Patient Record (EPR)/Electronic Healthcare Record (EHR) do you currently use?
- What is the name, job title, and email address of the person responsible for your scanner fleet?

RESPONSE

- How many employees do you currently have? **735**
- How many scanners (not multifunctional devices) do you currently have to scan paper based documents? **15**
- Which brand do you use (i.e. Brother, Canon, Fujitsu, Kodak Alaris etc)? **Fujitsu & Panasonic**
- Which scanner model do you mainly use? **Fujitsu**
- Who supplies these scanners? **IDOX & Neopost**
- Do you have a contract for these scanners? **No**
- If so, when does this expire? **N/A**
- What Document Management system(s) do you use? **IDOX EDRMS**
- What is the name, job title, and email address of the person responsible for your scanner fleet? **Dan Pobjoy IT Support Officer dpobjoy@tendringdc.gov.uk**