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25 June 2019

## Freedom of Information Request – Ref: FOI 087-1920

Thank you for your recent Freedom of Information request about Patient Health Records. Please find our response below.

- 1. Does your Trust use pen and paper to build patient records? If so, in which departments?**  
The primary form of health record in all services is an EPR (electronic patient record). In some services, especially inpatients, a number of documents are in paper format for completion by pen and are scanned and uploaded to the EPR on completion.
- 2. Does your Trust use analogue tape dictation to record patient encounters? If so, in which departments?**  
We are unaware of the use of analogue tape dictation to record patient encounters.
- 3. Who in the Trust is responsible for digitising paper records?**  
We do not digitalise paper records created before our EPR. Any paper documents created or received are scanned and uploaded to the EPR by ward/department staff.

Yours sincerely,

*Francis Perrin*

**FRANCIS PERRIN**  
Trust Secretariat Support Officer  
2gether NHS Foundation Trust

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or write to: OPSI, 102 Petty France, London SW1H 9AJ.