



**TRANSFORMATION
THROUGH
TECHNOLOGY**

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**It's time for
change. Get
ready, get
involved.**

Electronic Document Management System (EDMS)

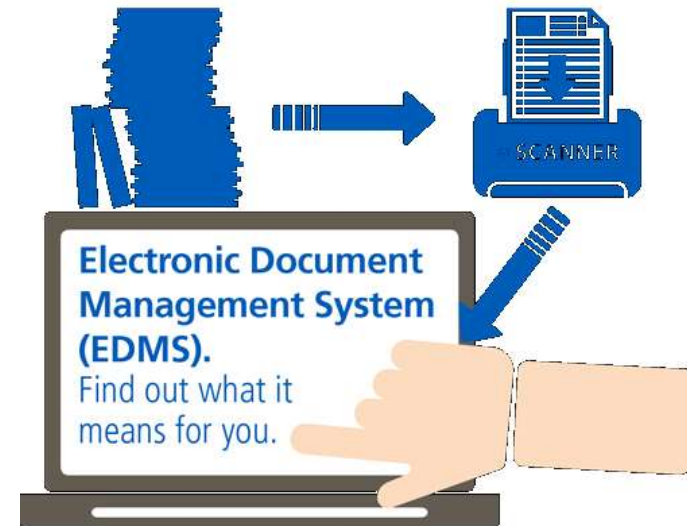
Electronic Document Management System (EDMS)

What's happening?

We are moving into the digital age - converting from paper to electronic. We're planning to install a high-tech electronic document management system.

What is EDMS?

- ➔ enables the electronic storage of casenotes that would normally be held on paper so that they can be viewed and managed electronically on screen.
- ➔ also provides 1) library management tools e.g. retention and disposal 2) security tools and access controls



WHY EDMS?

- **Improving patient care** – to remain one of the leading NHS hospital trusts in the country, we need to move into the digital age
- **Going paperless by 2018** – we need to step up the process of converting casenotes into electronic records as soon as possible to meet this target
- **Improving the patient experience** - electronic clinic management will reduce cancellations, missed appointments and reduce waiting times. By providing clinicians with all the information they need 24/7, each patient will have a better experience

WHY EDMS?

- **Improve patient safety** - a 'single' electronic record will reduce the risk of errors in treatment, diagnosis and care through instant shared access to consolidated patient notes
- **Security of patient information** – controlled access to patient information, improves auditing and reduces likelihood of losing records
- **More efficient** – saves time searching, transferring, analysing and comparing casenotes.
- Compliments the Electronic Patient Record through electronic storage of the paper record to be viewed via a clinical portal

KEY BENEFITS

- Saves storage space
- Enables instant access to casenotes, 24/7
- Lets more than one person access casenotes at the same time
- Saves staff time searching for patient casenotes
- Enables faster electronic searches
- Improves security of patient casenotes
- Reduces the need to transport casenotes from hospital to hospital
- More accurate clinical coding

THE PROJECT

This project involves nine medical record libraries:

- Northern General Hospital
- Royal Hallamshire Hospital
- Infectious Diseases
- Western Park Hospital
- Orthopaedics
- Plastics
- Neurosurgery
- Charles Clifford Dental Hospital
- Renal and Spinal Injuries

Other Trust libraries are not included in this project, but may be considered as part of future projects

What will it mean operationally?

- Replacement of the paper case note
- Case note will be accessed electronically in the future via the EDMS system
- Any updates to the case note will be via scanning or direct import from other systems
- An EPR will slowly replace the residual paper via e-forms

Who will it impact?

Anyone who uses the existing paper medical record/casenote for patient care or is involved in the journey of the casenote

Key stakeholders include:

- Clinicians
- Specialist Nurses
- Medical Secretaries
- Admin staff
- Medical Records staff
- Clinical Coding
- Legal

How EDMS will be delivered

Phased roll-out by specialty, then:

- Existing casenotes converted to electronic records through a ‘scan-on-demand’ approach when each set of notes requested for clinic appointment or planned admissions
- New patients will be electronic from the outset
- Outputs from subsequent episodes will be put in “skinny files” and scanned externally for adding to EDMS
- Any ‘Loose paper’ will be scanned internally

In three years the majority of the ‘active’ casenotes will be digitised

Paper will decrease over time via EPR.

What this means to you

- Most of this work will be completed within a three year period, peaking at 16 months
- Archive scanning could continue for a number of years
- It will not happen overnight
- We need your help and support during the transition

It's time for change - Get ready, get involved

Get ready EDMS is coming!

Get prepared

- Find out more
- Adherence to good filing practice & management of loose paper

Get involved

- Awareness sessions
- User Acceptance Testing

Get trained