

26 September 2022

## Belfast Trust Postal and Digital Communication

I am writing to request information under the Freedom of Information Act 2000.  
I would be grateful if you could you send me answers to questions below.

<b>1.</b>	<p><b>How many inpatients, outpatient and waiting list patients in total is your Trust currently responsible for?</b></p> <p><b>Inpatient (IP) and Daycase Activity FY2021/22:</b></p> <p>Elective IP - 13,481 Non Elective IP - 51,086 Daycases - 52,662</p> <p>For Acute Sites: Royal Victoria Hospital, Belfast City Hospital, Mater Hospital, Musgrave Park Hospital, Dental Hospital, Royal Maternity Hospital, Children's Hospital and Cancer Centre</p> <p><b>Total Outpatient Attendances FY2021/22:</b></p> <p>New - 279,524 Review - 534,025</p> <p>For Acute Sites: Royal Victoria Hospital, Belfast City Hospital, Mater Hospital, Musgrave Park Hospital, Dental Hospital, Royal Maternity Hospital, Children's Hospital and Cancer Centre includes consultant, nurse, ICATS, technician and student</p> <p><b>New Outpatient Waiting List as at 31st March 2022</b></p> <p>114,828</p> <p>For Acute Sites: Royal Victoria Hospital, Belfast City Hospital, Mater Hospital, Musgrave Park Hospital, Dental Hospital, Royal Maternity Hospital, Children's Hospital and Cancer Centre</p> <p><b>Inpatients &amp; Daycases Patients Waiting List as at 31st March 2022</b></p> <p>51,530</p> <p>For Acute Sites: Royal Victoria Hospital, Belfast City Hospital, Mater Hospital, Musgrave Park Hospital, Dental Hospital and Children's Hospital</p>
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2.	<p><b>How many letters are received by the Trust on an annual basis?</b></p> <p>86,500 letters approximately.</p>								
3.	<p><b>Does your print and post room currently scan and distribute inbound communications (i.e., physical letters received by the Trust)?</b></p> <p>No, Belfast Trust post rooms do not scan and distribute.</p>								
4.	<p><b>What make of Scanner do you use?</b></p> <table border="0" style="width: 100%;"> <tr> <td style="width: 60%;">Kodak</td> <td style="text-align: right;">Yes/No</td> </tr> <tr> <td>Fujitsu</td> <td style="text-align: right;">Yes/No</td> </tr> <tr> <td>MFD (Multi-Functional Device) – Copier</td> <td style="text-align: right;"><b>Yes</b> /No</td> </tr> <tr> <td colspan="2">Other (please specify) _____</td> </tr> </table>	Kodak	Yes/No	Fujitsu	Yes/No	MFD (Multi-Functional Device) – Copier	<b>Yes</b> /No	Other (please specify) _____	
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Fujitsu	Yes/No								
MFD (Multi-Functional Device) – Copier	<b>Yes</b> /No								
Other (please specify) _____									
5.	<p><b>Do you have scanning software or extraction software linked to your scanner to help identify and categorise your inbound communications?</b></p> <p>No</p> <p>If yes, who supplies your service</p> <p>How many images do you validate? _____</p> <p>What is the cost of each image communication _____</p>								
6.	<p><b>Do you currently use an outsourced scanning service?</b></p> <p>No</p> <p>If yes, who supplies you with your scanning service?</p> <p>How many images do you send to the supplier a year? _____</p> <p>What is the cost of each image / page communication? - _____</p>								
7.	<p><b>What volume of your current inbound post is scanned and sent digitally throughout your organisation?</b></p> <p>Total number scanned letters 5000 (Approximately)</p>								
8.	<p><b>Who has responsibility for digital transformation in your organisation?</b></p> <p>Name – Alastair Campbell</p> <p>Email Address <a href="mailto:AlastairX.Campbell@belfasttrust.hscni.net">AlastairX.Campbell@belfasttrust.hscni.net</a></p>								
9.	<p><b>Who is responsible for your post room (i.e., who is your post room manager)?</b></p> <p>Name- Noel Gorman</p> <p>Email Address- <a href="mailto:noel.gorman@belfasttrust.hscni.net">noel.gorman@belfasttrust.hscni.net</a></p>								

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<b>10.</b>	<b>Who is the Director of IT in your organisation?</b> Name- Jonathan Sims, Co-Director, ICT Email Address- <a href="mailto:jonathon.sims@belfasttrust.hscni.net">jonathon.sims@belfasttrust.hscni.net</a>
<b>11.</b>	<b>Who is the procurement manager responsible for print and post solutions in your organisation?</b> Name - Chris Mortimer Email Address - <a href="mailto:chris.mortimer@hscni.net">chris.mortimer@hscni.net</a>