

Date 28/11/2025
Your Ref
Our Ref 10806

Enquiries to Richard Mutch
Extension 35687
Direct Line 0131 465 5687
loth.freedomofinformation@nhs.scot
richard.mutch@nhs.scot

Dear

FREEDOM OF INFORMATION – MEDICAL RECORDS

I write in response to your request for information in relation to medical records.

Question:

1. Have you yet to start, partly started or completed scanning your medical records?
2. If started or completed, was this handled in-house or by an external company? If yes, please name the supplier -
3. Have you digitalised all your forms and are running a PiP (Paperless in Patient) approach (from the point of patient presentation to them leaving are all patient records digitalised)?
4. If you are not using a PiP approach, do you scan your end of episode material?
5. Do you store medical records on site or is this handled off site by an external company? If yes, please name supplier
6. Do you use a digital HR staff onboarding and administration system that interfaces with ESR to support HR processes and workflows?
7. **Finally**, who at the Trust is responsible for these arrangements?

Answer:

1.	NHS Lothian have partly scanned medical records.
2.	Scanned in house.
3.	No
4.	Yes
5.	Majority of records are stored on NHS Lothian sites, some service management utilisation of off site storage.
6.	No
7.	Head of Health Records

I hope the information provided helps with your request.

If you are unhappy with our response to your request, you do have the right to request us to review it. Your request should be made within 40 working days of receipt of this letter, and we will reply

Headquarters
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102 West Port
Edinburgh EH3 9DN

Chair Professor John Connaghan CBE
Chief Executive Professor Caroline Hiscox
*Lothian NHS Board is the common
name of Lothian Health Board*

within 20 working days of receipt. If our decision is unchanged following a review and you remain dissatisfied with this, you then have the right to make a formal complaint to the Scottish Information Commissioner within 6 months of receipt of our review response. You can do this by using the Scottish Information Commissioner's Office online appeals service at www.itspublicknowledge.info/Appeal. If you remain dissatisfied with the Commissioner's response you then have the option to appeal to the Court of Session on a point of law.

If you require a review of our decision to be carried out, please write to the FOI Reviewer at the email address at the head of this letter. The review will be undertaken by a Reviewer who was not involved in the original decision-making process.

FOI responses (subject to redaction of personal information) may appear on NHS Lothian's Freedom of Information website at: <https://org.nhslothian.scot/FOI/Pages/default.aspx>

Yours sincerely

ALISON MACDONALD
Executive Director, Nursing
Cc: Chief Executive