

**Information Governance**

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**Our reference: FOI DA3155**

I am responding to your request for information received 21<sup>st</sup> June 2019. This has been treated as a request under the Freedom of Information Act 2000.

I am now enclosing a response which is attached to the end of this letter. Please do not hesitate to contact me on the contact details above if you have any further queries.

Yours sincerely,

Ayomide Adediran  
Information Governance Coordinator

If you are dissatisfied with the Trust's response to your FOIA request then you should contact us and we will arrange for an internal review of this decision. If you remain dissatisfied with the decision following our response to your complaint, you may write to the Information Commissioner for a decision under Section 50 of the Freedom of Information Act 2000. The Information Commissioner can be contacted at:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Tel: 0303 123 1113  
Web: [www.ico.org.uk](http://www.ico.org.uk)

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**Request:**

**Question 1. Does your Trust use pen and paper to build patient records? If so, in which departments?**

Answer: The Trust does not routinely use pen and paper to build patient records, and this is used only in limited instances for example, for paper risk assessment, observation forms etc. All documentation completed on paper is uploaded to the Trust systems to record patient notes.

**Question 2. Does your Trust use analogue tape dictation to record patient encounters? If so, in which departments?**

Answer: The Trust does not routinely use analogue tape dictation. The Luton CAMHS Team use digital and dragon dictation and the Forensic Administration Department use an electronic dictation system across two of its sites. Analogue tape dictation is used in Tower Hamlets CAMHS.

**Question 3. Who in the Trust is responsible for digitising paper records?**

Answer: All administration and clinical staff have the ability to scan documents onto the Trust systems and are responsible for digitising paper records.