Rydym yn croesawu gohebiaeth yn y Gymraeg neu'r Saesneg. Atebir gohebiaeth Gymraeg yn y Gymraeg, ac ni fydd hyn yn arwain at oedi. We welcome correspondence in Welsh or English. Welsh language correspondence will be replied to in Welsh, and this will not lead to a delay.

## Cais Rhyddid Gwybodaeth / Freedom of Information request
## Ein Cyf / Our Ref: 22-I-001

### You asked:

| | |
|---|---|
| 1. | **How many inpatients, outpatient and waiting list patients in total is your Health Board currently responsible for?**<br><br>I can confirm that the information you are seeking is held on our website. Under Section 21 of the Freedom of Information Act (information accessible by other means), we are not required to provide information in response to a request if the information is already reasonably accessible to you. May I therefore recommend that you look at this link to our website to obtain the information you require https://sbuhb.nhs.wales/about-us/swansea-bay-uhb |
| 2. | **How many letters are received by the health board on an annual basis?**<br><br>This information is not held |
| 3. | **Does your print and post room currently scan and distribute inbound communications (i.e., physical letters received by the health board)?**<br><br>No |
| 4. | **What make of Scanner do you use?**<br><br>Kodak            No<br><br>Fujitsu          No<br><br>MFD – Copier     Yes<br><br>Other (please specify) |

**Pencadlys BIP Bae Abertawe, Un Porthfa Talbot, Port Talbot, SA12 7BR / Swansea Bay UHB Headquarters, One Talbot Gateway, Port Talbot, SA12 7BR**
Bwrdd Iechyd Prifysgol Bae Abertawe yw enw gweithredu Bwrdd Iechyd Lleol Prifysgol Bae Abertawe
Swansea Bay University Health Board is the operational name of Swansea Bay University Local Health Board

| 5. | **Do you have scanning software or extraction software linked to your scanner to help identify and categorise your inbound communications?** No |
|---|---|
| | If yes, who supplies your service _____ |
| | How many images do you validate? _____ |
| | What is the cost of each image communication_____ |
| 6. | **Do you currently use an outsourced scanning service?** No |
| | If yes, who supplies you with your scanning service? _____ |
| | How many images do you send to the supplier a year? _____ |
| | What is the cost of each image / page communication? _____ |
| 7. | **What volume of your current inbound post in scanned and sent digitally throughout your organisation?** |
| | None |
| 8. | **Who has responsibility for digital transformation in your organisation?** |
| | Name Matt John |
| | Email Address  Matthew.John@wales.nhs.uk |
| 9. | **Who is responsible for your post room (i.e., who is your post room manager)?** |
| | The Health Board does not have post room managers in its 3 post rooms.  Overall responsibility for these areas would lie with site management at each hospital. |
| 10. | **Who is the Director of IT in your organisation?** |
| | Name Matt John |
| | Email Address   Matthew.John@wales.nhs.uk |
| 11. | **Who is the procurement manager responsible for print and post solutions in your organisation?** |
| | Name Keir Warner |
| | Email Address   Keir.Warner@wales.nhs.uk |