

15 January 2019

Thank you for your request dated 10 November 2018 requesting information under the Official Information Act 1982, regarding fax machines. You requested:

- 1) *“the number of fax machines owned by the DHB;*
- 2) *the number of fax machines purchased in the 2017/18 financial year, and the cost of the same;*
- 3) *whether facsimile are regularly used in your DHB’s hospitals, and if so, what for (we seek only a general description of the clinical, or administrative processes that rely on sending or receiving facsimile on a day-to-day basis); and*
- 4) *any advice, analysis or planning documents in the last 12 months about phasing facsimile out by upgrading to more modern IT systems.”*

The information pertaining to your request is below.

**Question 1 & 2:**

- 1) *“the number of fax machines owned by the DHB;*
- 2) *the number of fax machines purchased in the 2017/18 financial year, and the cost of the same;”*

Hutt Valley DHB does not own fax machines. Our multifunction printing devices which are fax capable are provided to us as part of a printing services contract we have with Ricoh NZ. Our records indicate that we have 110 of these devices that have received or sent faxes.

**Question 3:**

*“whether facsimile are regularly used in your DHB’s hospitals, and if so, what for (we seek only a general description of the clinical, or administrative processes that rely on sending or receiving facsimile on a day-to-day basis); and”*

The DHB communicates with a range of different internal and external health providers such as GPs, rest homes, palliative care facilities, private hospitals and NGOs that still rely on paper based forms and faxing as one of their key methods of transferring these forms. We are actively working to transition as many of our providers to electronic forms of communication.

**Question 4:**

*“any advice, analysis or planning documents in the last 12 months about phasing facsimile out by upgrading to more modern IT systems.”*

We could not find any documents or reports on phasing out facsimile with the exception of the enclosed response the DHB had prepared in response to a media enquiry (Appendix 1).