

Question	Required Response	Response				
Do you use a Patient Appointment reminder service	Y/N, if Yes please provide either the name of an internal PAS system or the Company name of the external provider	Healthcare Communications				
What channels do you use to remind patients about their appointments?	For each Channel type please state annual volume and cost per unit, if you do not use a certain channel type please leave blank	<b>Channel Type</b>	<b>Annual Volume</b>	<b>Cost Per Unit</b>		
		SMS	837,480	0.0260		
		IVR / IVM	193,607	0.0500		
		Agent Calls	60,864	0.4000		
		Email				
		Posted Letters				
Do you currently offer a 'blended' appointment reminder service (use various channels until you reach a patient)?	Y/N – If Y please state what combination of channels do you use and who is the provider	Y – text, voice, agent				
Can Patients cancel or rearrange appointments using the reminder service?	Y/N	Y				
When is the Appointment reminder contract due for review	Please state review date	01.06.2020				
Do you currently use Hybrid Mail? (electronic patient notifications that, via a link, directs to an online portal to retrieve letters, notifications etc)	Y/N - If Y please provide the Providers name, annual volume and cost per unit. If the system you use is internal please put internal.	<b>Providers Name</b>	<b>Annual Volume</b>	<b>Cost Per Unit</b>		
		No				
When is the Hybrid Mail contract due for review	Please state review date					
Do you currently outsource your Friends and Family Test	Y/N – Please state the name of the provider	Y Staff FFT (Y) Picker				
What Channels do you currently use for Friends and Family Test	Please put a Y next to the relevant channel type used for Patient surveys and a S next to the channel type used for Staff surveys ( separated by a / ) Then provide the annual volume and cost paid per unit for each of Patient and Staff (separated by a / )	<b>CHANNEL TYPE</b>	<b>Channel Type</b>	<b>Used (Y/N)</b>	<b>Annual Volume</b>	<b>Cost Per Unit</b>
			SMS	Y	200 – new initiative	Unknown
			IVR / IVM			
			Agent Calls			
			Email	N / S	6800	
			Paper Based	Y	44,500	Unknown
	Tablet / Ipad	Y	2,500	N/A		
When is the Friends and Family Test contract due for review	Please state review date	31.3.2020				
Do you use any other messaging? <b>Pre-Op:</b> Messages relating to what patients need to do pre-operation. <b>Post-Op:</b> Medication reminders, general advice. <b>Key Patient Messages:</b> Mental Health / Maternity support, Smoking cessation etc <b>Broadcasts:</b> bad weather / Incidents / appointment cancellations to staff and or patient	If used state: channel used, annual volume, cost per unit. <b>*unable to separate</b>	<b>Service Type</b>	<b>Channel Type</b>	<b>Annual Volume</b>	<b>Cost Per Unit</b>	
		Pre-Op + theatres*	As above	97716	As above	
		Post-Op				
		Key Patient Messages				
		Broadcasts				
Do you pay any other fees (Monthly service charge etc) for any of the services mentioned above?	Please state what the fee is for and how much you pay (inc one off set up charges)					
Please provide the name and role of the person(s) responsible for the implementation and continued running of the services mentioned above	Name, role (contact details if applicable)	Jane Rowley, Head of Performance				