



INSTRUMENT: HOSPITAL – LAB AND RADIOLOGY SURVEY

HEALTH FACILITY COSTING STUDY IN INDONESIA



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1. Hospital Profile		
1.1. Hospital ID number	(diisioleh enumerator)	<div></div>
1.2. Name of hospital		<div></div>
1.3. Name of the enumerator		<div></div>
1.4. Enumerator's phone number		<div></div>
1.5. Name of the senior enumerator		<div></div>
1.6. Senior enumerator's phone number		<div></div>
Notes:		

Survey of the day		<div><div></div><div></div></div>	
The examination sheet number		<div><div></div><div></div><div></div></div>	
Patient origin		<div><div></div></div>	
No.	Name of examination	Total	Examined at
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3. Survey of Radiology at Hospital

3.1. Radiology survey		<ol style="list-style-type: none"> 1. This survey collects data of examinations conducted by the radiology at hospital 2. Data taken from the radiology's hospital, covering demand examination from outpatient and inpatient (not including request from outside hospital) . 3. The number of inspection sheet collected are 120 sheets minimum or 6 working days maximum. If the data collecting conducted for several days, then the entire data collection conduct on the last day (working hours) do not stop at 120 sheets. 4. This number include both the outpatient or inpatient examinations (TOTAL). 5. Compositions of how many outpatient and inpatient based on the examination demands occurred during retrieval. 6. When the data laboratory activities are already well documented, it can be taken retrospectively 																					
3.1.1. Days of survey		<table border="1"> <tr> <td></td> <td></td> </tr> </table>																					
3.1.2. Page total of the examination during the survey		<table border="1"> <tr> <td></td> <td></td> <td></td> </tr> </table>																					
<u>Code of patient origin :</u> <table> <tr> <td>Outpatient:</td> <td>Inpatient:</td> <td>Choice "examined at":</td> </tr> <tr> <td>1= Obstetrics and gynaecology</td> <td>6= Obstetrics and gynaecology</td> <td>1= Examined at hospital's radiology</td> </tr> <tr> <td>2= Surgery</td> <td>7= Surgery</td> <td>2= Examined at other radiology</td> </tr> <tr> <td>3= Internal medicine</td> <td>8= Internal medicine</td> <td></td> </tr> <tr> <td>4= Pediatric</td> <td>9= Pediatric</td> <td></td> </tr> <tr> <td>5= etc</td> <td>10= ICU</td> <td></td> </tr> <tr> <td></td> <td>11=etc</td> <td></td> </tr> </table>			Outpatient:	Inpatient:	Choice "examined at":	1= Obstetrics and gynaecology	6= Obstetrics and gynaecology	1= Examined at hospital's radiology	2= Surgery	7= Surgery	2= Examined at other radiology	3= Internal medicine	8= Internal medicine		4= Pediatric	9= Pediatric		5= etc	10= ICU			11=etc	
Outpatient:	Inpatient:	Choice "examined at":																					
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2= Surgery	7= Surgery	2= Examined at other radiology																					
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4= Pediatric	9= Pediatric																						
5= etc	10= ICU																						
	11=etc																						
When in single-sheet request exceed the available lines, then write down the next number on the form with the same examination sheet (Continued)																							

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Guidelines

Introduction

Laboratory and radiology survey is extended data collectionof health facility costing study. This activity is part of previous activity. Data collection conducted by a senior enumerator and health facilities enumerator.

Aim:

To distribute the cost of laboratory and radiology to cost centre for calculating the unit cost.

Location:

- The sample hospitals that were chosen are:

Province	Government hospital (A-B)	Government hospital (C-D)	Private hospital with bed>=100	Private hospital with bed<100
Yogyakarta	RS Jogja	RSU Wonosari	RS PKU Muhammadiyah Yogyakarta	RSU Panti Baktiningsih
East Jawa	RSU Sidoarjo	RSU Dr. Wahidin S Husodo	RS ReksaWaluya	RS Islam Sakinah
				RS Satiti
West Sumatera	RSU M. Djamil	RSU Sungai Dareh	RS YosSudarso	
NTT		RSU Atambua	RS Karitas	RS Marianum Halilolik
West Java	RSU R Syamsudin SH	RSU Indramayu		RS Islam Zam Zam
				RS Karya Medika
North Sumatera	RSU Dr Pringadi	RSU Dr. RM Joelham Binjai	RS Sari Mutiara	
			RS Permata Bunda	

Data resources :

Laboratory/ radiology prescription or services record of laboratory /radiology.

Total sample:

Total minimum sample taken in every hospital are 120 “prescription form”all prescription from all unit in the hospital. Data collection can be done in one day if the total “prescription form” more than 120 on that day. If you have not reach the target, need to take next day. Need to be emphasized that the whole prescription on the last day of survey need to be collected. This mean that the data does not stop at 120 sheet. And maximum data collection are 6 days if there are not much acitivities in laboratory/ radiology.

Sub-division hospital of request form on outpatient is taken from :

- Obstetric and gynaecology clinic
- Surgical clinic
- Internal medicine clinic
- Pediatric clinic
- Etc

Sub-division hospital of request form on inpatient is taken from:

- Obstetric and gynaecology
- Surgical
- Internal medicine
- Pediatric
- ICU
- Etc

If any part sub-division specialist (surgical orthopedi, surgical nerve), then taken is in general surgery.

Implementation:

Data collection

- Coordination with contact person in the hospital to ensure the commitment of the health facility which was selected and approach to get permission.
- Make preapartions for:
 - o Recruit enumerator who will take the data (health facility staffs)
 - o Copying the instrument. **Page that need copied is page 4 and 7, because the rest only introduction and guideliness.**
- Explaining the instrument and how to filling instrument for representing to leader of hospital and enumeraot chosen.
- Conducting data collection as soon as possible.
- Data sources are laboratory and radiology examination prescription or documents both electronic and non electronic of examination.
- Make sure that information of patient origin can be obtained. If necessary, coordination with officer’s room, both outpatient and inpatient at the hospital for asking give detail information about patient origin either examined at hospital or examined at outside hospital.
- Send the questionnaire by post to the UGM.
To : Pusat – KPMAK
GedungRadioputro lt.2, Sayap Barat, Fakultas Kedokteran UGM
Jl. Farmako, Sekip Utara, Sleman, Yogyakarta
55281

Data entry and upload

- Data entry will be the responsibility of UGM team and GIZ.
- Data entry using software provided. Can be downloaded in server
- It is expected within 1 week to complete the data entry process
- Upload into folder “survey_labrad” in each verifier folder

Schedule : January 2012

Activity	Week I	Week II	Week III	Week IV
Preparation <ul style="list-style-type: none">- Contract- Briefing with enumerator- Multiplication questionnaire				
Implementation <ul style="list-style-type: none">- Collecting data- Verification- Send questionnaire to UGM team				
Entry data and upload by UGM team				

Thank you for the cooperation..