**Interview Questions**

**To Understand Sub HIS and their Data**

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#### Interviewee

**HIS Subsystem Lead**

#### Interviewer

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### Background

As an initial supporting part to realize HIS interoperability, we want to make an inventory of what HIS subsystem exist in MoH, and what data they contain. We call it a data catalog. This data catalog will make access to data easier, and it shall also facilitate data standardization, and decision making. In order to realize these purposes, we need to know basic information about the data, e.g. how is the data used, where are they store, in what format, etc., as well as more detailed information, e.g. what fields(attributes) does the data contain.

Below is a list of interview questions designed in order to elicit these information. ***Note:*** *not all questions below have to be asked. This serves only as a guideline for the interviews. The actual questions to be asked will vary depending on the subsystems/divisions.*

Important: to know the **Current** situation.

### Basic Information

* Interviewee Name, Contact, Position
* What’s the name of this HIS?
* Which division does this HIS belong to?
* Who is the contact person of this division?
* Who is the HIS lead?
  + Name:
  + Phone:
  + Email:
  + Division belongs to:
* What’s the Host Operating System (software)
* What’s the Host Type (e.g. Server, Desktop)

### Questions about the Data

* Could you give us a brief introduction about what does this HIS do? E.g.
  + who uses the system,
  + how is it used,
  + what data are inputted to the system,
  + what data does the system produce,
  + how are the data collected,
  + how are the data used,
  + is this system interconnected with other systems?
  + What are the main functionalities of the system?
  + (Processes & Workflows)
* What data are available in this system?
* Where are they stored?
* Are the data paper based? digitized? both?
* In what format are they stored?
* How to access it?
* Contact person for the data:
  + Name/Position:
  + Phone,
  + Email,
  + Organization
* Any other subsystems that are used within the scope of this HIS?
* Other systems that use the data in this HIS?

If it’s data in electronic or paper format:

* Who creates this data?
* How is the data created?
* May I have access to it in order to make an inventory of the attributes in the data. An accessible link will also be provided in the data catalog.
* Who can access the data? Access control policies?