**UNIVERSITY OF CAPE COAST**

**COLLEGE OF HUMANITIES AND LEGAL STUDIES**

**SCHOOL OF ECONOMICS**

**DEPARTMENT OF DATA SCIENCE AND ECONOMIC POLICY**



**MSc. DATA MANAGEMENT AND ANALYSIS (SANDWICH)**

**COURSE TITLE: DATA CURATION AND MANAGEMENT PLAN**

**COURSE CODE: DMA 820S**

**COURSE COORDINATOR: DR. RAYMOND ELIKPLIM KOFINTI**

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**REGISTRATION NUMBER: SE/DMD/23/0006**

**ASSIGNMENT ONE**

**DATA POLICY AT ST. JOSEPH ORTHOPEDIC HOSPITAL-KOFORIDUA**

1. OUR DATA DISSEMINATION STRUCTURE

**Internal Communication:**

**Clinical Staff:** Access through Electronic Health Records (EHRs): patient management systems, and clinical dashboards: Lightwave Health Information Management System (LHIMS)

**Administrative Staff:** Via Health Information Systems (HIS), internal reports, and management systems. These Include: District Health Information Management System (DHIMS) for health information reporting, TALLY for financial and inventory management. and Claim-IT for Patients Health insurance management and reporting.

**External Communication:**

* **Patients:** Access through patient portals where they can view their own health information, appointment schedules, and test results.
* **Regulatory Agencies:** Hospitals provide data for compliance, reporting, and accreditation purposes.
* **Insurance Companies:** Data related to claims, billing, and patient coverage details

1. FORMAT FOR DATA DISSEMINATION

* EHRs and dashboards are commonly used for real-time and detailed information on service delivery.
* Textual formats (such as reports and SOPs) provide comprehensive documentation
* Verbal formats facilitate direct communication and training.
* Physical formats support traditional and supplementary needs.

1. OUR DATA SHARING PROTOCOLS AND PROCEDURES

This involves establishing formal data sharing policies (Patients charter, National E-Health Policy etc), implementing secure transmission methods via secured switches, servers and access points, maintaining data integrity, training staff, monitoring compliance, and managing external data sharing relationships.

1. OUR DATA VISIBILITY

* [www.stjosephhospitalkoforidua.com](http://www.stjosephhospitalkoforidua.com)
* TikTok: St. Joseph Ortho Hosp.kdua
* Facebook: St. Joseph Ortho Hosp. kdua

B. WAYS OF IMPROVING DATA CURATION

* Effective Collaboration and communication between all stake holders.
* Ensuring effective data security and privacy
* Training and education.
* Effective integrity management.