**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 TWO**

These indicators provide a comprehensive view of data quality from different perspectives, ensuring that hospital data meets the high standards necessary for optimal patient care and operational efficiency they include:

1. Data Accuracy: This measures how closely the data reflects the real-world conditions or true values. Accurate data is crucial for patient safety, treatment efficacy, and effective decision-making.
2. Data Completeness: Data completeness assesses whether all required data fields are filled and all necessary information is captured. Complete data ensures that all aspects of patient care and hospital operations are documented and can be used for comprehensive analysis.
3. Data Consistency: Definition: Evaluates whether data is consistent across different systems and records. Consistent data across systems enhances reliability and facilitates accurate reporting and analysis.
4. Data Timeliness: Definition: Measures the currency and promptness of data entry and updates. Timely data is essential for making immediate clinical decisions and for effective operational management.
5. Data Integrity: Definition: Assesses the reliability and trustworthiness of data, ensuring it has not been altered or corrupted. Data integrity is crucial for maintaining trust in the data and ensuring it can be used reliably for patient care and research.
6. Data Usability: Definition: Evaluates how easily the data can be accessed, understood, and used by stakeholders. Usable data ensures that healthcare professionals can effectively interpret and act on the information provided.

Archiving the underlisted administrative data points ensures that the hospital remains compliant with regulations, maintains continuity of care, supports financial and human resource management, and enhances quality and safety practices. It also helps in historical analysis and strategic planning, making it a critical component of long-term hospital administration

1. **Patient Demographics**

Justification:

Regulatory Compliance: Patient demographics are essential for meeting various regulatory requirements and for understanding patient populations.

Research and Analysis: This helps in identifying trends, managing patient care programs, and planning resources effectively.

1. **Medical Records and Treatment Histories**

Justification:

Continuity of Care: Archived medical records are crucial for ongoing patient care, especially if a patient returns after several years or if their treatment requires a follow-up.

Legal Protection: Medical records are often required for legal reasons, such as malpractice claims or insurance disputes.

1. **Billing and Financial Records**

Justification:

Audit and Compliance: Financial records are necessary for audits and compliance with healthcare regulations and standards.

Insurance and Claims: Essential for resolving insurance claims and disputes that may arise years after the initial billing.

Financial Analysis: Provides insights for financial planning, budgeting, and analyzing revenue cycles.

1. **Staffing and Employment Records**

Justification:

Human Resources Management: Essential for managing staff history, benefits, and employment compliance.

Legal and Regulatory Compliance: Helps in addressing employment disputes, verifying credentials, and meeting regulatory requirements.

1. **Incident Reports and Quality Assurance Records**

Justification:

Compliance and Risk Management: Incident reports are crucial for compliance with safety regulations and for managing risk and quality assurance.

Improvement and Training: Helps in identifying patterns, improving safety protocols, and conducting staff training based on past incidents