|  |  |  |  |
| --- | --- | --- | --- |
|  |  | HA Reference | |
| App. No.: |  |
| Submitted on: |  |
| Assessed on: |  |

**Data Request Application**

**Form A (Expedited Approach)  
(Aggregate Data on Specialist Outpatients)**

External parties requesting for HA data shall complete this data request form and provide the detailed specification of the data requirements. This includes the extraction criteria for patient selection from HA database and a list of requested data fields. For each data field, please also provide information regarding its relevance to the study objectives.

The requested data will be prepared in aggregated format, i.e. each data line will consist of a Data Measurement variable with breakdown by ALL selected Classification variables. **Important note**: HA adopt the threshold of "at least 5 observation units" underlining the cells in the tabulations. That is, a cell with underlying observations less than 5 units will be represented as ‘<5’.

|  |
| --- |
| **FOR HA USE ONLY** |
| **Comments from Central Panel on Administrative Assessment of External Data Requests** |
|  |

**Part 1: Extraction Criteria *(MUST complete this part as appropriate)***

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Criteria** | **Requirement** | | | | | | | | | | | | | | |
| **1.1** Time Frame | Attendance date from | | |  | | | | | to | |  | | | (Inclusive) | |
| yyyy-mm-dd | | | | | yyyy-mm-dd | | |
| **1.2** Age in years/ months at attendance | *Do you need to include age in your extraction criteria?* | | | | | | | | | | | | | | |
| No | 🡪 Go to **Section 1.3** | | | | Yes | | 🡪 Complete the following as appropriate | | | | | | | |
| *Please specify the required range of age for data extraction: [\*Please select the appropriate* ***unit****]* | | | | | | | | | | | | | | |
| Age at attendance | | from | |  | | (Month/Year)\* | | | to | |  | (Month/Year)\* | | (Inclusive) |
|  | | (Age in Months: 0 – 11 ; Age in Years: 0 – 999) | | | | | | | | | | | | |
| **1.3** Specialty | *Do you need to include specialty in your extraction criteria?* | | | | | | | | | | | | | | |
| No | 🡪 Go to **Part 2** | | | | Yes | | 🡪 Complete the following as appropriate | | | | | | | |
| *Please specify the required specialty(ies) for data extraction:* | | | | | | | | | | | | | | |
| ANA  CM  CTS  DEN  ENT  GYN  HSP  MED  NS  OBS  ONC  OPH  ORT  PAE  PATH  PSY  REH  SUR | | | | | | | | | | | | | | |

**Part 2: Data Measurement *(Please select at least ONE data measurement)***

|  |  |  |
| --- | --- | --- |
| **Please specify your desired data measurement** | **Relevance to the study objectives** | **For HA USE ONLY** |
| Comments from Central Panel on Administrative Assessment of External Data Requests |
| Number of SOP attendance |  |  |

**Part 3: Classification Dimension *(Please select at least ONE classification dimension)***

| **Classification variable**  *[Please specify your desired classification dimension(s)]* | **Classification level** | **Relevance to the study objectives** | **For HA USE ONLY** |
| --- | --- | --- | --- |
| Comments from Central Panel on Administrative Assessment of External Data Requests |
| Age in years/ months at attendance | Please specify the required age groupings in [***Note (i)***](#Age) |  |  |
| Gender | Male; Female |  |  |
| District of residence | 18 Districts |  |  |
| Date of attendance | Date (yyyy-mm-dd) |  |  |
| Week (start from Sun to Sat)  Month (yyyy-mm)  Calendar year  Financial year  *[Please select* ***ONE*** *appropriate box]* |  |  |
| Specialty | Appointment specialty(ies) |  |  |
| Indicator for first / follow-up attendance | 1st; FU |  |  |
| Public assistance (PA) | Yes; No |  |  |

|  |  |
| --- | --- |
| **Principal Investigator Information** | |
| **Signature:** | **Date:** |
| **Name:** | **Tel:** |
| **Title:** | **Email:** |
| **Department:** | |
| **Entity *Note (ii)*:** | |
| *Note (ii): Please state the full name of the entity, such as a university or charitable institution or organization. Names which only contain a faculty, department or division of any university, institution or organization are not acceptable.* | |

**Note (i): Classification level** – Age in years/ months at attendance

Please specify the required classification level for age group

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Age Group Name** | **Age at Attendance**  (Age in Months: 0 – 11 ; Age in Years: 0– 999) | | | | | | | |
| **From** | | | | **To** | | | |
| Click to enter text. |  | --Please Select-- | | |  | | --Please Select-- | |
| Click to enter text. |  | --Please Select-- | | |  | | --Please Select-- | |
| Click to enter text. |  | --Please Select-- | | |  | | --Please Select-- | |
| Click to enter text. |  | --Please Select-- | | |  | | --Please Select-- | |
| Click to enter text. |  | --Please Select-- | | |  | | --Please Select-- | |
| Click to enter text. |  | --Please Select-- | | |  | | --Please Select-- | |
| Click to enter text. |  | --Please Select-- | | |  | | --Please Select-- | |
| Click to enter text. |  | --Please Select-- | | |  | | --Please Select-- | |
| Click to enter text. |  | --Please Select-- | | |  | | --Please Select-- | |
| Click to enter text. |  | --Please Select-- | | |  | | --Please Select-- | |
| Click to enter text. |  | --Please Select-- | | |  | | --Please Select-- | |
| Click to enter text. |  | --Please Select-- | | |  | | --Please Select-- | |
| Click to enter text. |  | --Please Select-- | | |  | | --Please Select-- | |
| Click to enter text. |  | --Please Select-- | | |  | | --Please Select-- | |
| Click to enter text. |  | --Please Select-- | | |  | | --Please Select-- | |
| Click to enter text. |  | --Please Select-- | | |  | | --Please Select-- | |
| Click to enter text. |  | --Please Select-- | | |  | | --Please Select-- | |
| Click to enter text. |  | --Please Select-- | | |  | | --Please Select-- | |
| Click to enter text. |  | --Please Select-- | | |  | | --Please Select-- | |
| Click to enter text. |  | --Please Select-- | | |  | | --Please Select-- | |
|  |  | |  |  | | | |  |
| Example: |  | |  |  | | | |  |
| **Age Group Name** | **Age at Attendance**  (Age in Months: 0 – 11 ; Age in Years: 0– 999) | | | | | | | |
| **From** | | | | **To** | | | |
| 0-64 | 0 | Year(s) | | | 64 | Year(s) | | |
| >=65 | 65 | Year(s) | | | 999 | Year(s) | | |

**Illustration of Data Output:**

**Classification variable(s**)

**Data Measurement**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Date of attendance** | **Age in years/ months at attendance** | **Gender** | **District of residence** | **Specialty** | **First / follow-up attendance** | **SOP attendance** |
| 2016-08 | 0-64 | M | Yuen Long | MED  **Classification level** | 1st | 2000  **Data line** |
| 2016-08 | 0-64 | M | Yuen Long | MED | FU | 4000 |
| 2016-08 | 0-64 | M | Yuen Long | SUR | 1st | 50 |
| 2016-08 | 0-64 | M | Yuen Long | SUR | FU | 100 |