



Healthcare Informatics Department (HID) Updated Requirements and Deadlines

1. HIRAS is an electronic health network that is the central data repository and data warehouse for Patient Health Information. The information may be used for:
 - a. Statistical analysis and the provision of reports;
 - b. Analysis to improve the quality and safety of Healthcare Services provided to Patients;
 - c. Ensuring the continuum of care between providers of Healthcare Services within DHCC;
 - d. Analysis of utilization of Healthcare Services provided within DHCC;
 - e. A mechanism for Patients to access their Patient Health Information;
 - f. Research purposes subject to the requirements of the Research Council;
 - g. Education purposes subject to the requirements of the Academic Council.
2. All Licensed Healthcare Operators (HCOs) shall establish an IT system to obtain, manage, and utilize patient information and send the required healthcare data to the Center for Healthcare Planning and Quality (CPQ). Such IT system shall:
 - a. Be planned and designed to meet the HCO's internal needs and healthcare information requirements of CPQ.
 - b. Provide confidentiality, security and integrity of the Patient Health Information.
 - c. Use uniform data definitions and methods for capturing and storing data.
 - d. Be integrated with DHCC's clinical data repository named as HIRAS.
 - e. Be able to generate HL7 2.x or higher version or XML based messages for sending the minimum data elements required to HIRAS as stated in the DHCC's minimum data requirement rule.
3. DHCC may establish an Electronic Health Record within DHCC in accordance with the provisions of regulations and principles of Health Data Protection Regulation.
4. Where DHCC establishes Electronic Health Record information may be extracted from that Electronic Health Record and held in HIRAS.
5. All Licensed Healthcare Operators will be required to:
 - a. Develop information systems that integrate into the Electronic Health Record; and
 - b. Provide Patient Health Information to the Electronic Health Record on a regular basis as set out in the Minimum Data Requirements Policy and any other applicable Policy, Standard or Rule.



6. All Licensed HCOs shall abide by the DHCC Privacy rules and Regulations while handling the Patient Health Information in order to ensure confidentiality of the information.
7. All Licensed HCOs shall have clearly defined policies and procedure in place for ensuring security of IT system including the hardware and a well defined back up policy in order to prevent loss of Patient Health Information.
8. Patient records shall have a privileged and confidential status and shall not be disclosed without the consent of the person to whom they pertain pursuant except Government agencies or Committees or in specific situations as stated in the DHCC Privacy rule.
9. All Licensed HCOs shall use international coding systems such as ICD, CPT etc - announced by the CPQ to report Disease diagnosis, Procedure information, Laboratory and Pharmacy orders.
10. All Licensed HCOs shall report sentinel events which is not captured by an Information System. These data elements will be collected using Data Capture Forms. Reportable sentinel events are listed in the Minimum Data Requirement Rule.
11. All Licensed HCOs are required to send quality indicator data specific to certain diseases as listed in the Minimum Data Requirement Rule. CPQ will determine and may modify quality indicator data requirement based on the relevance.

Monthly Data Submission deadlines:

1. All Licensed HCOs are required to submit all minimum required data to HIRAS of the previous month by the **5th working day** of the following month.
2. All Licensed HCOs who fail to submit data of the previous month by the **5th working day** of the following month will be referred to CPQ's Data Non-compliance Committee (DNCC) and sent reminder email to submit data on a given deadline.
3. All Licensed HCOs who fail to submit data within the given deadline will be referred to the Licensing Department and Customer Protection Unit for further action.
4. All Licensed HCOs requesting an exception in submission of data must send a formal request via e-mail to CPQ's Healthcare Informatics Department explaining reasons for the request. Healthcare Informatics Department shall forward it to the Data Non-compliance Committee (DNCC) for review. An alternate submission method or a minimal grace period may then be granted by the DNCC on a case by case review.



5. Repeated failure to submit the minimum required data by the 5th working day of the following month may constitute chronic non-compliance and will impact licensure status at the time of license renewal.

6. Failure to comply with the requirement to provide Patient Health Information is subject to the provisions Part Twelve of the Healthcare Operator Regulation. Any licensed HCO who refuses to submit data at any operational stage will be referred to the Data Non-compliance Committee (DNCC), the Licensing Department and Customer Protection Unit for further review and action.

I _____ representative of _____
Confirm that I read, reviewed, and will comply with the upper mentioned requirements of the Healthcare Informatics Department (HID) in Center for Healthcare Planning and Quality (CPQ) and I will abide by the laws and regulations of Dubai Healthcare City that are available to me on:

<http://www.dhcc.ae/EN/Services/Pages/LawsandRegulations.aspx>

And I understand that any incompliance with the upper mentioned requirements will affect my licensure status.

I also confirm receiving of Healthcare Informatics department requirements, training, rules and regulations provided to me on CD.

Signature

Witnessed by:

Date

Name

Signature