

Regulations for Consultation and Collaborative Operations of the Center for Medical Informatics and Statistics

2014.07.03 Reviewed and passed in the 10th Administrative Meeting of the 102nd academic year
2015.01.12 Announced and implemented according to the 103 GaoYiYanFaZi No. 1041100028 Letter

Article 1

The Center for Medical Informatics and Statistics (hereinafter 'the Center') of the Office of Research and Development at Kaohsiung Medical University (hereinafter "KMU") hereby establishes the Regulations for Consultation and Collaborative Operations of the Center for Medical Informatics and Statistics (hereinafter "the Regulations") to provide research consultation and collaborative services to researchers both within and outside the school.

Article 2 The service items are as follows:

1. Consultation: Providing suggestions for research design, data processing, and statistical methods.
2. Collaboration: Assisting in data processing and statistical analysis.

Article 3 Consulting experts or collaborative staff:

1. Consulting experts: Faculty members with expertise in medical informatics and statistical analysis from within the school are appointed to serve concurrently.
2. Collaborative staff: Personnel, either full-time or part-time, with capabilities in program design and statistical analysis, are appointed to serve.

Article 4 Service Hours:

1. General Consultation: Monday to Friday 08:00-17:30, providing consultation services for database application-related matters and program design for data integration and analysis, particularly for databases from the Health and Welfare Data Science Center (HWDC) of the Ministry of Health and Welfare.
2. Faculty Consultation: Monday to Friday 09:00-12:00, 14:00-17:00, providing consultation services for research design related to medical databases.

Article 5 Scope of Databases Provided for Services:

1. Health data provided by the Health and Welfare Data Science Center (HWDC) of the Ministry of Health and Welfare, including Taiwan's National Health Insurance data, Cancer Registry, Cause of Death Statistics, etc.
2. Taiwan's National Health Insurance Research Database (NHIRD) provided by the National Health Research Institutes.
3. Databases provided by the researchers themselves.

Article 6 Eligibility for Application:

Anyone interested in applying for the database of the Health and Welfare Data Science Center or commissioning the Center's collaborators, including faculty, staff of KMU, and external researchers, is eligible to apply for the service.

Article 7 Application Process and Acceptance Standards:

After submitting the application form for consultation and collaboration services to the Center, the application will be evaluated by the Center based on the research topic's content, completeness, and feasibility.

1. If the research proposal is deemed unfeasible, for instance, if the required research variables cannot be obtained from the health database, the application will not be accepted temporarily. It is recommended to revise the research content framework and reapply.
2. If the research proposal is feasible, it will proceed through consultation or collaboration. Commissioned projects will follow the Center's process, including signing a collaboration agreement and making payment.

Article 8 Eligibility for Using the Service:

Those who have completed the service application form, and after being assigned a consulting expert or collaborative staff based on their needs, can proceed to sign the collaboration agreement. Once this is completed, they are eligible to use the service. The time of contract signing serves as the basic criterion for determining the order of service provision.

Article 9 Methods of Providing Services:

To increase the convenience for applicants, the Center provides two methods of service. Regardless of the method used, the service provider records the actual service time on the service record form for the purpose of calculating expenses at the time of case closure.

1. Direct Service: Consultation services are provided at a designated location during working hours.
2. Telephone Service: Consultation services are conducted over the phone during working hours.

Article 10 Fee Standards:

1. Consultation and Collaboration Fee: For consultation or assistance in research design and statistical methods, data processing, and practical statistical analysis: NTD 2,500 per hour, with the first hour of initial consultation being free of charge. If assistance in data

processing and statistical analysis is required, the complexity of the application case will be assessed first. A discussion with the user will be held to provide an estimate, followed by the signing of a collaboration agreement.

2. Applicants from KMU and the KMU Healthcare System are charged 50% of the standard fee. Researchers from units affiliated with the "Top University Alliance Academic Affairs Working Circle" and "Strategic Alliance Cooperative Institutions" are charged 80% of the standard fee.
3. Payment Method: Payment in cash. The applicant, upon receiving the consultation and collaboration fee bill, must pay in cash at the university's cashier division within 14 days and will immediately receive a receipt.

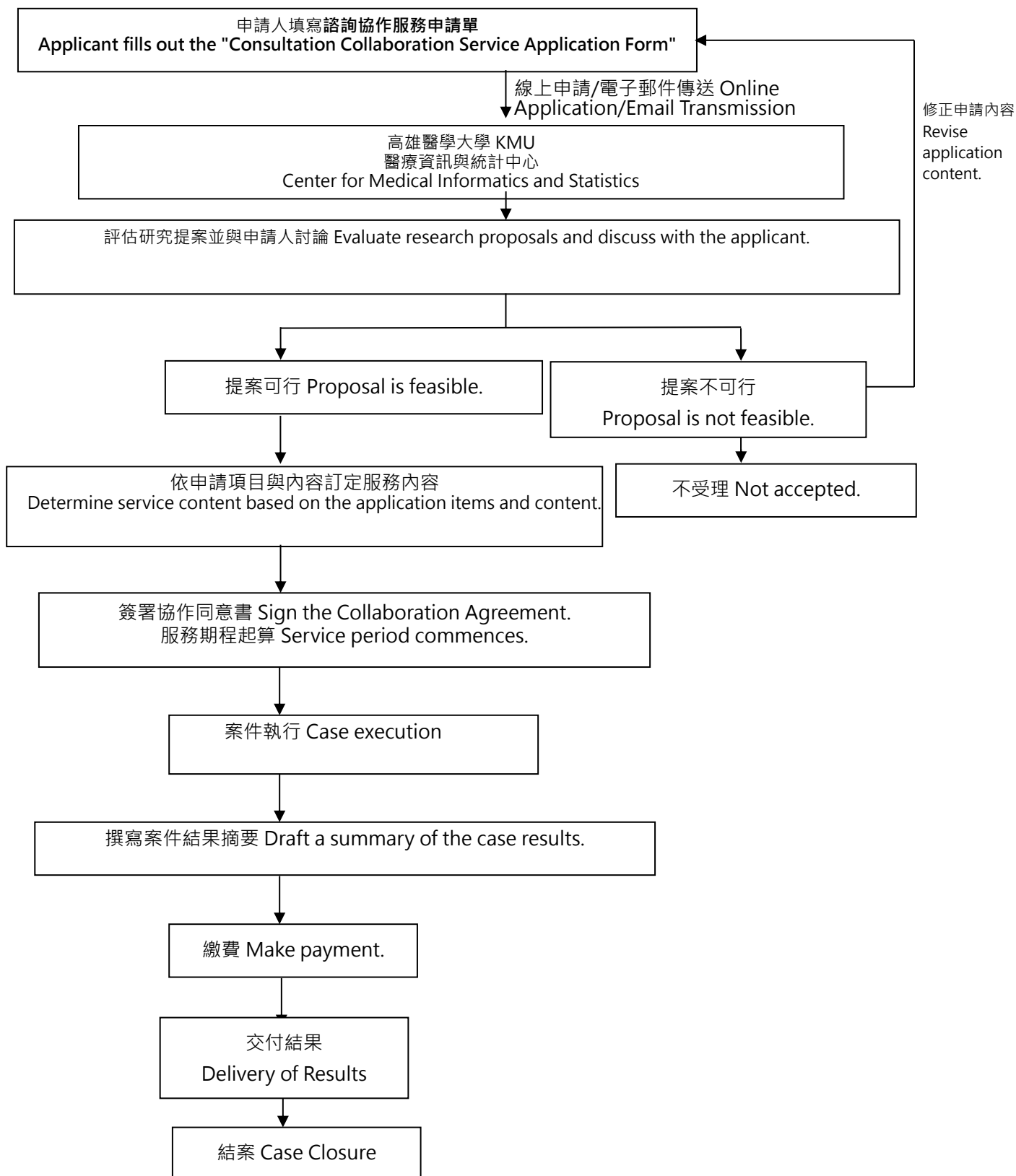
Article 11 The methods for the school to pay the fees for consulting experts and collaborative staff will be determined separately.

Article 12 The Center regards the content and results of the applications for consultation as the intellectual property rights of the applicant. All content and results will be properly managed and kept confidential. They shall not be disclosed, used, or published without the consent of the applicant.

Article 13 The Center will adjust the fee standards in the future according to the operational status or the regulations of the Ministry of Health and Welfare.

Article 14 After being passed by the Administrative Meeting and reviewed and approved by the President, the Regulations shall be implemented from the date of announcement, and the same applies to amendments.

高雄醫學大學醫療資訊與統計中心諮詢協作服務作業流程 Consultation and Collaboration Service Workflow of the Center for Medical Informatics and Statistics



**高雄醫學大學醫學資訊與統計中心
諮詢協作服務申請單**

**Center for Medical Informatics and Statistics
Consultation and Collaboration Service Application Form**

申請人資料 Applicant information.		案件編號：Case number:	
姓名 Name		申請日期 Application Date.	
部門/單位 Department/Unit.		職稱 Job Title	
E-mail			
聯絡電話 Phone Number.	(公 Office)	(手機 Mobile)	
聯絡地址 Address:			
申請研究題目 Research Subject			
研究計畫摘要 Research Project Abstract.			
申請緣由：(可複選) Reason for Application: (Multiple selections)			

<input type="checkbox"/> 1. 論文發表，預計發表日期_____ Publication of Thesis, Expected Date of Publication ____
<input type="checkbox"/> 2. 執行計畫之計畫報告，報告截止日期 Project Report for Execution of the Plan, Report Deadline.
<input type="checkbox"/> 3. 申請研究計畫 Research Project Application
<input type="checkbox"/> 4. 內部研究，提供決策 Internal Research, Providing for Decision Making.
<input type="checkbox"/> 5. 其他，請簡要說明_____ Others, please briefly explain.

研究設計 Research Design.

<input type="checkbox"/> 世代研究(Cohort Study)
<input type="checkbox"/> 病例对照研究(Case-Control Study) 配對比例 1:N Matching Ratio 1:N
<input type="checkbox"/> 橫斷面研究(Cross-Section Study)
<input type="checkbox"/> 其他 Others

研究類別 Research Category.

<input type="checkbox"/> 疾病發生率、盛行率研究/監測 Study/Monitoring of Disease Incidence and Prevalence.
<input type="checkbox"/> 藥物(或治療、處置、手術)使用率及相關因子研究 Study of Drug (or Treatment, Procedure, Surgery) Utilization Rate and Related Factors.
<input type="checkbox"/> 藥物(或治療、處置、手術)安全性與效果研究 Study on the Safety and Effectiveness of Drugs (or Treatments, Procedures, Surgeries).
<input type="checkbox"/> 臨床治療指引印證研究 Clinical Treatment Guidelines Validation Study.
<input type="checkbox"/> 疾病原因或疾病間相關性探討 Exploration of Disease Etiology or Inter-disease Correlations.
<input type="checkbox"/> 健康政策/健康服務管理研究 Health Policy/Health Services Management Research.
<input type="checkbox"/> 健康資料品質驗證研究 Health Data Quality Verification Study.
<input type="checkbox"/> 其他_____ Others_____

使用資料檔 Data Files Used.

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操作定義 Operational Definition.

1. 研究對象定義 (篩選條件) Definition of Research Subject (Screening Criteria).
<input type="checkbox"/> 年齡、性別限制範圍： Age, Gender Restriction Range:
<input type="checkbox"/> 疾病(ICD-9-CM 碼，擷取門診或(及)住院*)： Disease (ICD-9-CM Code, Extracting Outpatient or (and) Inpatient*)
<input type="checkbox"/> 藥物、處置或手術(健保藥物碼或 ATC CODE，或處置碼)： Medication, Procedure, or Surgery (National Health Insurance Drug Code or ATC Code, or Procedure Code)

- ✓ 藥物 Medication-
- ✓ 處置 Procedure-
- ✓ 手術 Surgery-
- ✓ 其他條件 Other Conditions-
- ✓ 排除條件 Exclusion Criteria-

2. 相關變項(其他相關因子，如共病、疾病史、用藥史等)

Relevant Variables (Other Relevant Factors, Such as Comorbidities, Medical History, Medication History, etc.).

- 疾病(ICD-9-CM 碼，擷取門診或(及)住院*)：
Disease (ICD-9-CM Code, Extracting Outpatient or (and) Inpatient*):
- 藥物、處置或手術(健保藥物碼或 ATC CODE，或處置碼)：
Medication, Procedure, or Surgery (National Health Insurance Drug Code or ATC Code, or Procedure Code):
 - ✓ 藥物 Medication-
 - ✓ 處置 Procedure-
 - ✓ 手術 Surgery-
 - ✓ 其他條件 Other Conditions-

3. 主要探討之自變項(暴露變項)

Primary Independent Variable (Exposure Variable)

- 疾病(ICD-9-CM 碼，擷取門診或(及)住院*)：
Disease (ICD-9-CM Code, Extracting Outpatient or (and) Inpatient*):
- 藥物、處置或手術(健保藥物碼或 ATC CODE，或處置碼)：
Medication, Procedure, or Surgery (National Health Insurance Drug Code or ATC Code, or Procedure Code):
 - ✓ 藥物 Medication-
 - ✓ 處置 Procedure-
 - ✓ 手術 Surgery-
 - ✓ 其他條件 Other Conditions-

4. 依變項(結果變項)

- 疾病(ICD-9-CM 碼，擷取門診或(及)住院*)：
Disease (ICD-9-CM Code, Extracting Outpatient or (and) Inpatient*):
- 死因(ICD-8、ICD-9-CM 碼、ICD-10)：
Cause of death (ICD-8, ICD-9-CM code, ICD-10)：
- 藥物、處置或手術(健保藥物碼或 ATC CODE，或處置碼)：
Medication, Procedure, or Surgery (National Health Insurance Drug Code or ATC Code, or Procedure Code)
 - ✓ 藥物 Medication-
 - ✓ 處置 Procedure-
 - ✓ 手術 Surgery-
 - ✓ 其他條件 Other Conditions-

5. 研究期間 Study Period

- 研究對象篩選期間：
Subject Selection Period:
- 追蹤起訖時間(是否考慮潛伏期)：
Follow-up Start and End Time (Consideration of the Incubation Period):

6. 架構圖/流程圖

Framework Diagram/Flowchart

<註 Note > "

- (1) 健保住院檔診斷碼有 5 個，門診檔診斷碼有 3 個，請說明要以幾個診斷碼作疾病定義。
There are 5 diagnosis codes in the health insurance inpatient records and 3 diagnosis codes in the outpatient records. Please explain how many diagnosis codes are required to define a disease.

疾病 ICD-9-CM 碼查詢網站: <http://icd9cm.chrisendres.com/>

Disease ICD-9-CM Code Website: <http://icd9cm.chrisendres.com/>

或參考基層醫療院所門診常見疾病 ICD-9-CM 及 A Code 彙編

http://www.nhi.gov.tw/webdata/webdata.aspx?menu=20&menu_id=712&WD_ID=899&webdata_id=1060

Or refer to the compilation of common diseases with ICD-9-CM and A Codes in primary care outpatient clinics

http://www.nhi.gov.tw/webdata/webdata.aspx?menu=20&menu_id=712&WD_ID=899&webdata_id=1060

- (2) 死因檔死因分類：1971-1980 年使用 ICD-8 編碼，1981-2007 年使用 ICD-9-CM 編碼，2008 年後新增 ICD-10 編碼。

Cause of Death File Cause Classification: ICD-8 coding was used from 1971 to 1980, ICD-9-CM coding was used from 1981 to 2007, and ICD-10 coding was introduced from 2008 onwards.

疾病 ICD-8 編碼查詢網站：<http://www.wolfbane.com/icd/icd8.htm>

Disease ICD-8 Code Website：<http://www.wolfbane.com/icd/icd8.htm>

疾病 ICD-10 編碼查詢網站：<http://apps.who.int/classifications/icd10/browse/2010/en>

Disease ICD-10 Code Website：<http://apps.who.int/classifications/icd10/browse/2010/en>

- (3) 藥物碼或處置碼可上健保局網站查詢：http://www.nhi.gov.tw/Query/query1.aspx?menu=20&menu_id=712&WD_ID=831

Medication codes or procedure codes can be queried on the Bureau of National Health Insurance website
http://www.nhi.gov.tw/Query/query1.aspx?menu=20&menu_id=712&WD_ID=831

- (4) 藥物 ATC code 資訊可至 WHO 網站查詢：http://www.whocc.no/atc_ddd_index/

Information about medication ATC codes can be queried on the WHO website：
http://www.whocc.no/atc_ddd_index/

服務項目 Service Items

- 諮詢：研究設計與方向 Consultation: Research Design and Direction
- 諮詢：資料處理與分析 Consultation: Data Processing and Analysis
- 協作：協助資料處理與分析 Collaboration: Assisting with Data Processing and Analysis.

費用 Fee

每小時 NT\$2500 元

NT\$2500 per hour

1. 凡屬高雄醫學大學及高醫醫療體系之申請者，以五折計費。Applicants affiliated with Kaohsiung Medical University and the Kaohsiung Medical University Healthcare Systems are eligible for a 50% discount on fees
2. 簽署「攻頂大學聯盟」與「策略聯盟合作機關」的所屬單位之研究人員，以八折計費。Researchers affiliated with units that have signed agreements with the "Top University Alliance Academic Affairs Working Circle" and "Strategic Alliance Cooperative Institutions" are eligible for a 20% discount on fees.

※實際費用依提供之繳費單為準，並於交付 14 個工作天內完成繳費。

The actual fees are based on the provided payment invoice and must be paid within 14 working days upon delivery.

預估交付日期 Estimated Delivery Date

民國： 年 月 日

Date: Year, Month, Day ____:____:____

簽名欄 Signature Field

本人已完全瞭解協作流程與協作費用，且對於上述協作規格書內容已確認無誤，並不作為學位論文使用

I fully understand the collaboration process and fees, and I have confirmed the accuracy of the content in the collaboration specification document above. This will not be used as a thesis.

申請人 Applicant :

(中文正楷簽名 Chinese Printed Signature)

民國： 年 月 日

Date: Year, Month, Day ____:____:____

中心主任 Head of the Center :

(中文正楷簽名 Chinese Printed Signature)

民國： 年 月 日

Date: Year, Month, Day ____:____:____

高雄醫學大學醫學資訊與統計中心
諮詢協作繳費單
Center for Medical Informatics and Statistics
Consultation and Collaboration Payment Bill

申請者基本資料(校外 校內 簽署「攻頂大學聯盟」的所屬單位之研究人員)

Applicant Basic Information (External Internal Researchers affiliated with units that have signed the "Top University Alliance Academic Affairs Working Circle")

*姓名 Name		*申請日期 Application Date	年 月 日 Date: Year, Month, Day _____ . _____ . _____
*部門 / 單位 Department/Unit		*職稱 Job Title	
*E-mail			
*聯絡電話 Telephone	(公 Office)	(手機 Mobile)	
*經費來源 Funding Source	<input type="checkbox"/> 自費 <input type="checkbox"/> 科室經費 <input type="checkbox"/> 募款經費 <input type="checkbox"/> 計畫案經費 <input type="checkbox"/> 其他_____		
	<input type="checkbox"/> Self-funded <input type="checkbox"/> Departmental Budget <input type="checkbox"/> Fundraising Budget <input type="checkbox"/> Project Funding <input type="checkbox"/> Other		

收費標準 Fee Standards

收費項目 Fee Items	單位 Unit
協作及諮詢服務 Collaboration and Consultation Services	<input type="checkbox"/> 校(院)外申請者 (2500 元/1 小時) Applicants from outside the university/college (NT\$2500 per hour)"
	<input type="checkbox"/> 校(院)內申請者 (1250 元/1 小時) Applicants from within the university/college (NT\$1250 per hour)
	<input type="checkbox"/> 簽署「攻頂大學聯盟」與「策略聯盟合作機關」的所屬單位之研究人員 (2000 元/1 小時) Researchers affiliated with units that have signed the "Top University Alliance Academic Affairs Working Circle" or "Strategic Alliance Cooperative Institutions" (NT\$2000 per hour)
總價 Total Cost	新台幣 _____ 元 NT\$ _____

繳費方式：敬請持本表單至本校**出納組**繳費，取得出納章印，繳回本中心。 付現

Payment Method: Please bring this form to the Cashier Division of KMU to make payment, obtain a cashier's seal, and return it to this Center. Cash

以下由本中心處理(申請者請勿填寫)

保存期限：6 年

The following will be handled by this Center (applicants, please do not fill out)

Retention Period: 6 years

收件日期 Receipt Dat		完成日期 Completion Date		案件編號 Case Number		出納組 Cashier Division
收件人員 Receiving Personnel		中心主任 Head of the Center		領取報告 Collecting Reports		