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|  | NATIONAL INSTITUTE OF AYURVEDA, HOSPITAL | Doc. No. | NIA/A-HMIS/SOP/02 |
| | | Rev. No. | 00 |
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Standard Operating Procedure (SOP)
for Data Retrieval & Management of A-HMIS
(For analysis, audits etc. within the Institution only)

1. Purpose


This SOP outlines the standardized procedure for authorized retrieval of patient and hospital data from the **Ayush Hospital Management Information System (A-HMIS)** at the **National Institute of Ayurveda Hospital, Jaipur**. It ensures that data is accessed securely, responsibly, and only for valid institutional purposes.

2. Scope

This SOP is applicable to all departments and personnel within the institution requesting access to A-HMIS data for academic, research, administrative, clinical audit, or statutory reporting purposes.

3. Definitions

- **A-HMIS:** Ayush Hospital Management Information System – the digital platform used for recording and managing hospital operations and patient care data.
- **MS/DMS:** Medical Superintendent /Deputy Medical Superintendent
- **RMO/N.O. A-HMIS:** Resident Medical Officer/Nodal Officer A-HMIS
- **IT-AHMIS:** Information Technology team responsible for technical operations and support related to A-HMIS.

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4. Authorized Persons for Data Retrieval & Management

Only the following persons are authorized to initiate or approve requests for data retrieval:


| Role | Responsibility |
|---------------------------|---|
| Head of Department / Unit | Initiates the request with justification and complete details |
| MS/DMS | Reviews and endorses the request for administrative approval |
| RMO/NO A-HMIS | Assesses the clinical relevance and forwards it to IT-AHMIS |
| IT -AHMIS | Retrieves data upon receipt of approved request and ensures data security |

5. Permissible Purposes for Data Retrieval

Data may only be retrieved for the following approved purposes:

- Internal clinical and medical audits
- Academic research (with ethical approval, if applicable)
- Hospital performance assessments
- Statutory or regulatory reporting
- Operational planning and resource management
- Training and quality improvement initiatives



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6. Route for Process of User Creation & Data Request

All requests must follow the institutional route as below:

Requesting Department → MS/DMS → RMO/N.O. → IT-AHMIS → Data Delivered

(A) Step-by-Step Process of User Creation:

1. Initiation by User:

The user must submit a written application (hard copy or official email) with the following details:

- Name & designation of user
- Department
- OPD & IPD Schedule
- E-mail ID of the applicant

2. Verification by MS/DMS:

The authority verifies the administrative relevance of the request and provides written approval/comment and forwards to NO.


3. Review by RMO/NO:

The RMO/NO ensures the necessity of the request with all the details mentioned in the request and then forwards it for further action.

4. Processing by IT-AHMIS:

Upon receiving clearance, the IT team will send the "google form link" to the user & after receiving the filled form they create the required user credentials for A-HMIS and delivers to the respective user.

(Handwritten signature)

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(B) Step-by-Step Process of Data Retrieval:

1. Initiation by User Department/Unit:

The user of the department requiring data must submit a written application (hard copy or official email) with the following details approved by head of the department or unit:

- Name & designation of applicant
- Purpose of data request
- Specific data required (type, date range, filters)
- Intended use (research, audit, report, etc.)
- E-mail ID & contact details of the applicant

2. Verification by MS/DMS:


The authority verifies the administrative relevance of the request and provides written approval/comment and forwards to NO.


3. Clinical Review by RMO/NO:

The RMO/NO ensures that the necessity of the data request aligns with ethical and clinical protocols, privacy standards, and patient confidentiality norms, and then forwards it for further action.

4. Processing by IT-AHMIS:

Upon receiving clearance, the IT team retrieves the required data from A-HMIS and delivers it to the requesting department or unit. A log is maintained for all the data accessed and shared.



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7. Access Permissions and Documentation Requirements

- Only nodal officer A-HMIS and the personnel from the IT-AHMIS are authorized for every kind of A-HMIS data retrieval.
- A data access log will be maintained, documenting:
 - Request ID and date
 - Data accessed
 - Person retrieving the data
 - Purpose and department
- Personal information will be hidden unless allowed by the institution or approved by authority.

8. Mode of transfer of accessed data

- To maintain data security, accessed data shall be transferred exclusively through the Applicant's official e-mail system. All other methods are prohibited.

9. Data Security & Confidentiality

- Retrieved data must be stored in secure, access-controlled environments.
- Unauthorized duplication or external sharing of data is strictly prohibited.
- Violation of data privacy policies may lead to disciplinary or legal action.



ABBREVIATIONS

| | |
|--------|--|
| A-HMIS | Ayush Hospital Management Information System |
| MS | Medical Superintendent |
| DMS | Deputy Medical Superintendent |
| RMO | Resident Medical Officer |
| NO | Nodal Officer |
| IT | Information Technology |
| SOP | Standard Operating Procedure |
| OPD | Out-Patient Department |
| IPD | In-Patient Department |

