ABSTRACT

Introduction

Health Information System (HIS) is one of the six pillars of health system framework of the World Health Organization (WHO). Existence of an efficient HIS is fundamental for achieving desirable health outcomes for the population. Annual Administrative Reports (AAR) produced by hospitals are vital sources of information for HIS. It is a requirement for the hospitals in the developed countries to prepare annual reports; however it is not compulsory in Sri Lanka.

Objective

The objective of this project was to improve the procedure of preparing the AARs of the Curative Healthcare Institutions of the Regional Directorate of Health Services (RDHS) Jaffna.

Methodology

This project composed of three components, and the participants were Regional Health Administrators, Heads of the institutions (HI) and Development Officers. Key informant interviews and self-administered questionnaires were used to gather information on current procedure for preparing AAR, its strengths and weaknesses, necessity of preparing AAR and need for a guideline to streamline this process and opinion on the composition of AAR.

Results

Results showed that 18% (n=8) of hospitals currently prepare AARs. Major strength was availability of a system to gather information (n=5), and weaknesses were unavailability of guideline (n=5) and information on expenditure (n=5). Necessity of preparing AARs (100%) and developing a guideline (90.9%) to streamline the process of preparation of AAR were well perceived by the HIs. The contents of AARs suggested by the HIs were similar to the attributes of information specified for HIS by the WHO.

The guideline was shown to be effective from the feedback of DOs ($t= -5.870$, $df=13$, $p<0.001$) who were trained to use this guideline and comparison of quality and uniformity attributes of the AAR prepared by two BHs.

Recommendation

It is recommended to prepare AARs in all healthcare institutions and use this guideline with necessary modifications to streamline the process of preparing AAR.

Key words: Annual Administrative Report, Health Information System, Regional Directorate of Health Services, Jaffna.