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APPENDIX

QUESTIONNAIRE

1. Id : ....
2. Type of hospital :
   - 1. General   2. Specialist

3. Number of bed : .....in hospital

3. Number of employee ....
   in which, in staff ....

5. Position :   Leader of hospital. . .   1
   Head of   Pharmacy division   2
   -    Medical Record   3
   -    OPD   4

6. What kind of the work below do you often handle :
   - 1- Drug management
   - 2- Medical record management
   - 3- Equipment
   - 4- Financial
   - 5- Accounting system
   - 6- Human resources
   - 7- Plan
   - 8- Statistics
   - 9- Document preparation (word processing)
   - 10- Medical research
   - 11- Other (state) ......

7. Please prioritize the information below by their importance to your daily work :

	least necessary				most necessary
- Bed control	1	2	3	4	5
- Patient registration	1	2	3	4	5
- Drug inventory	1	2	3	4	5
- Patient scheduling	1	2	3	4	5
- Medical record	1	2	3	4	5
- Equipment	1	2	3	4	5
- Financial	1	2	3	4	5
- Accounting system	1	2	3	4	5
- Employee staffing	1	2	3	4	5
- Plan	1	2	3	4	5
- Statistics	1	2	3	4	5
- Word processed	1	2	3	4	5

8. Please prioritize the information below by their importance
that your supervisor needs :

	least necessary				most necessary
- Bed control	1	2	3	4	5
- Patient registration	1	2	3	4	5
- Drug inventory	1	2	3	4	5
- Patient scheduling	1	2	3	4	5
- Medical record	1	2	3	4	5
- Equipment	1	2	3	4	5
- Financial	1	2	3	4	5
- Accounting system	1	2	3	4	5
- Employee staffing	1	2	3	4	5
- Plan	1	2	3	4	5
- Statistics	1	2	3	4	5
- Word processed	1	2	3	4	5

9. Please prioritize the information below by their importance
to the patient service :

	least necessary				most necessary
- Bed control	1	2	3	4	5
- Patient registration	1	2	3	4	5
- Drug inventory	1	2	3	4	5
- Patient scheduling	1	2	3	4	5
- Medical record	1	2	3	4	5
- Equipment	1	2	3	4	5
- Financial	1	2	3	4	5
- Accounting system	1	2	3	4	5
- Employee staffing	1	2	3	4	5
- Plan	1	2	3	4	5
- Statistics	1	2	3	4	5
- Word processed	1	2	3	4	5

10. Files that you had handled yesterday ?

Type of file	Number of		Duration to keep	Media	How are media filed
	file	char/page			
Medical record					
Patient examining					
Patient appointment					
Patient admission					
Patient discharge					
Bed control					
Surgery report					
Drug description					
Drug in					
Drug inventory					
Drug out					
Word processed					

Media to provide :
1. Logbook
2. Report
3. Document
4. Telephone
5. Direct dialogue
6. Other (state)

Order to file the media :
1. Alphabetical
2. Date
3. Latest copy
4. Bed
5. Division
6. Other (state)

11. Files that you had handled for last month ?

Type of file	Number of		Duration to keep	Media	How are media filed
	file	char/page			
Medical record					
Patient examining					
Patient appointment					
Patient admission					
Patient discharge					
Bed control					
Surgery report					
Drug description					
Drug in					
Drug inventory					
Drug out					
Word processed					

Media to provide :
1. Logbook
2. Report
3. Document
4. Telephone
5. Direct dialogue
6. Other (state)

Order to file the media :
1. Alphabetical
2. Date
3. Latest copy
4. Bed
5. Division
6. Other (state)

12. Files that you had handled for last month ?

Type of file	Number of		Duration to keep	Media	How are media filed
	file	char/page			
Medical record Patient examining Patient appointment Patient admission Patient discharge Bed control Surgery report Drug description Drug in Drug inventory Drug out Word processed					

Media to provide :
1. Logbook
2. Report
3. Document
4. Telephone
5. Direct dialogue
6. Other (state)

Order to file the media :
1. Alphabetical
2. Date
3. Latest copy
4. Bed
5. Division
6. Other (state)

VITAE

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