

Instructions for completing the Washington State Department of Health Metadata Questionnaire and Business Process Surveys *Hospitals and Emergency Departments*

The following surveys must be completed and returned to the Department of Health syndromic.surveilliance@doh.wa.gov in order to be placed into the validation queue.

The information collected in these surveys will assist the Department of Health staff both with validation of the syndromic surveillance data being provided and correct interpretation of the data.

If you have questions about how to complete either of the surveys or encounter difficulty in completing the surveys, please contact us at syndromic.surveilliance@doh.wa.gov.

- 1. Business Process Survey:** <http://www.doh.wa.gov/Portals/1/Documents/5230/420-150-EHBPS.docx>
 - *Complete 1 business process survey per hospital or emergency department*
 - The business process survey contains questions about clinical workflows and data collection practices for a few key pieces of information relevant to syndromic surveillance. In order to gather the requested information, you will likely need to request assistance from registration, clerical, and/or clinical staff at each facility.

- 2. Metadata Questionnaire:** <http://www.doh.wa.gov/Portals/1/Documents/5230/420-153-EHMetadata.docx>
 - *Complete 1 metadata questionnaire per syndromic surveillance interface implementation.*
 - A healthcare organization may share a single syndromic surveillance interface implementation across multiple hospitals and emergency departments. For example, there may be a single centralized electronic health record (EHR) system and interface engine that generates syndromic surveillance messages for multiple facilities in a healthcare organization. Under these circumstances, only one copy of the metadata questionnaire is requested.
 - This survey contains questions about systems that collect data relevant to syndromic surveillance, interface message triggers, interface message data, and technical set-up. Completion of the metadata questionnaire will likely require input from technical staff knowledgeable of the syndromic surveillance interface implementation, ADT triggers, and/or the EHR and its user interface. In some cases, you will need to work with vendors in order to obtain the information requested.