

Guidelines on Creating PDS Health Information Systems (HIS)

Data Requests 2026 Version 8

Frequently Asked Questions:

Who may request data from the PDS HIS?

- PDS members and PDS resident physicians
- Non-PDS persons or entities

What type of data is automatically provided monthly to each institution?

- Number of patients seen in the institution (Out- and In- patients, referrals, ER, Charity or Pay)
- Number of patient visits per institution
- Top Ten Most Common Diagnosis
- List of diagnosis for the month

What other data can be requested from the PDS HIS?

- Summary Reports only
 - Number of cases of a disease
 - Gender distribution of cases
 - Number of patients seen in all institutions included in the HIS Registry
 - Top 10 Diseases for the year
 - Number of cases of disease by age stratification - by special request only

From what year may I request data from the PDS HIS Database?

- You may request data starting from 2011 onwards, as this was the time the PDS HIS became operational.

What type of data can be requested?

- Summary Reports only
 - Number of new cases of a disease
 - Number of Existing Cases (New + Returning) of a disease
 - Gender distribution of cases
 - Number of patients seen in all institutions included in the HIS Registry
 - Top 10 Diseases for the year
 - Number of cases of disease by age stratification - by special request only

Where do I send my data request?

- Please use **PDS HIS automated website** that can be assessed through PDS website under Resources. If unsuccessful please fill up **Google Form** (<https://docs.google.com/forms/d/e/1FAIpQLSekTxcBv3mYZtIFHKLj6EAOQR2JI52W99ksdXVLKggaxVnDxg/viewform>) and upload corresponding attachments.
- For special request, other concerns or clarifications, please email pdshis@outlook.com then CC HIS Chair **Angelica I. Guzman-Hernandez, MD, FPDS (aigdermmd@gmail.com)**

When can I expect to receive my data request?

- If through the **PDS HIS automated website**, the requester will receive a link through their email to access data from PDS HIS. This link will expire within 24 hours.
- If request is sent through **email (pdshis@outlook.com)** or requester filled up the **Google form**, processing of request is within 2-4 weeks.

How to access PDS HIS Automated Website

- Go to **PDS website** and click **Resources** then **PDS HIS**
- Click on the **image** on the right screen
- You will be directed to the **PDSHIS Data Access Request Form** then fill in the required fields.
 - For PDS members, select your name as the Supervising Consultant.
 - For PDS residents, your Supervising Consultant will be notified regarding your data request.
- Download, sign, and upload the **Data Use Agreement**
- Upload a **Letter of Request** addressed to **Maria Jasmin J. Jamora, MD, FPDS** (PDS President), through **Ma. Encarnacion R. Legaspi, MD, FPDS** (Research Publication and HIS Council Head) CC: **Angelica I. Guzman-Hernandez, MD, FPDS** (HIS Chair) and state the following:
- Personal information:
 - Name
 - Position
 - Institutional Affiliation
 - Contact details (mobile numbers and e-mail address)
- Specific data being requested:

- Disease entity requested
- Population requested (Intra-institutional, Inter-institutional, or Central Database)
- Time period of data
- Purpose of request (e.g. background information for research entitled “ ____ ”; lecture entitled “ ____ ”)
- Specific date when data will be needed
- Note: A resident physician must also secure the signature of a supervising PDS consultant
- Once done, click the **Request Access to PDS HIS Data** button
- Then a **link** will be sent to your email to access data from PDS HIS
- For special request and other concerns, please send email to pdshis@outlook.com then CC HIS Chair **Angelica I. Guzman-Hernandez, MD, FPDS (aigdermmd@gmail.com)**

Data Request Requirements

Data Request Type	List of Requirements
<p>Intra-institutional A faculty member or dermatology resident wants to request HIS data from <i>own training institution</i></p>	<p>1) Request Letter to the PDS President (Maria Jasmin J. Jamora, MD, FPDS), through the PDS Research Publication and HIS Council Head (Ma. Encarnacion R. Legaspi, MD, FPDS); CC: HIS Chair (Angelica I. Guzman-Hernandez, MD, FPDS) (see below for details)</p>
<p>Inter- institutional A faculty member or dermatology resident wants to request HIS data from another PDS training institution <i>Note: *One investigator must be from PDS institution that owns data</i></p>	<p>1) Request Letter to Institution Chair (see below for details) 2) Accomplished PDS HIS Data Request Form 3) Read and signed Data Agreement Form</p>
<p>Central Database A faculty member or dermatology resident wants to request HIS data from all PDS Institutions</p>	<p>1) Request Letter to the PDS President (Maria Jasmin J. Jamora, MD, FPDS), through the PDS Research Publication and HIS Council Head (Ma. Encarnacion R. Legaspi, MD, FPDS); CC: HIS Chair (Angelica I. Guzman-Hernandez, MD, FPDS) (see below for details) 2) Accomplished PDS HIS Data Request Form 3) Read and signed Data Agreement Form</p>

Contents of Request Letters (To the PDS President, through the PDS Research Publication and HIS Council Head; and Institution Chairs):

- Personal information:
 - Name
 - Position
 - Institutional Affiliation
 - Contact details (mobile and landline numbers, business address, e-mail address)
 - Specific data being requested:
 - Disease entity requested
 - Population requested (Intra-institutional, Inter-institutional, or Central Database)
 - Time period of data
 - Purpose of request (e.g. background information for research entitled “ ____ ”; lecture entitled “ ____ ”)
 - Specific date when data will be needed
- *Note: A resident physician must also secure the signature of a supervising PDS consultant

Monitoring Use of PDS HIS Data

- Upon completion of the study, the researcher/ requesting party should provide PDS with proof or documentation that the HIS Data was used as stated in the Data Use Agreement. For example, a copy of the scientific report, publication, or lecture slide should be sent to the PDS HIS Task Force e-mail.

Citing PDS HIS Data

- The researcher may cite data from the PDS HIS using the following citation:

Philippine Dermatological Society Health Information Systems. Philippine Dermatological Society. c2011 [updated (indicate date of inquiry); cited (indicate date of use of data)]. Available by request from: pdshis@outlook.com