

## Sponsor Meeting Minutes

<b>Date:</b>	16-2-2015
<b>Time:</b>	10:30AM – 12:00PM
<b>Location:</b>	Prof. Kar Way's office
<b>Purpose:</b>	Update on progress

### Attendees:

Name	✓	Role	Reasons for Absent
Faris	✓	Project Member	
Marcus	✓	Project Member	
Jinq-Yi	✓	Project Member	
Prof. Kar Way	✓	Sponsor	

### Agenda:

1. Update on what is discussed with Prof Kam and Dr Lam (SGH)
2. Update on scope

### Discussion:

1. Kar Way mentioned that she wants to do a backward study. With the registration time and disposition time available, we got the LOS. And in between they have the different number of tests taken with different timing.
2. Team highlighted that some tests might take longer than the others. How do we conclude? For example, one test may provide 10 readings where 2 of which are not ordinary. It will have a lot of combinations. We also can't tell the results for Imaging and Xray.
  - a. Team also highlighted that Prof Kam said that unavailability of consultation time will pose an issue to our exploration.
  - b. Karway mentioned that there will be a few algorithms which will apply but not concrete yet. Some algorithm mentioned will be EM algorithm and other techniques. The idea of having test results is so that we can estimate the consultation time taken then.
3. One way we can do, as mentioned by kar way is to look at the relation between imaging/xray and blood test.
4. For the patients, there might be a case of up triage or down triage. What is that?
  - a. Patient comes in as P3 but gets worst and end up with P2
  - b. Patient comes in as P2 but gets down triage to P3.
5. For reentrants, it is being clarified that all we need to do is to filter out the ordered time. If we have different type of orders, and one set of order is 30 mins away from the other order (time set by SGH), It means that we have a reentry.
  - a. Therefore if we have two sets of tests, it means that we have 3 consultation with doctor.

6. Karway mentioned #3 of the minutes with SGH (12/2) sounds good. However team if unsure if SGH has any descriptive analytics in place.
7. Karway urged the team to come out with some form of results/graph from what is discussed else it is difficult to progress with discussion.
  - a. Example would be getting the relationship between number of tests and the LOS. Eg 1 test – (certain timing) 2 tests- (certain timing)
  - b. LOS is a function of (#order test, test results, acuity, #of reentrant, timeofday, day of week)
  - c. No. of test reordered. See if there is a same test being re-ordered in the same visit id.
8. Karway sets on what is to be done till the next meeting which will be mentioned below

**Action Items:**

Item No	Description	Assigned To
1	Splitting of tests – Get the number of reentrant per patient	
2	Label/classify the visits	
3	Get a table out. Visit ID   #of tests ordered   # of test re ordered   %of clearance of 1 <sup>st</sup> set   % of clearance of 2 <sup>nd</sup> set   LOS classification	
4	For all dirty data, give a report of what is being removed. “eg. Visit id 1324 being removed because disposition time is earlier than registration time”	
5	Time date LOS Analysis	
6	In table “item 3” redraw a table showing relation of test ordered and how many visits. How many cases has re-order test.	