

**Center of Institutional Research and Development of Asia University, Taiwan  
(IR)  
Implementing Outline for Use and Management of National Health Insurance  
Research Database (NHIRD)**

Made and announced to implement on August 30, 2016

1. Use objects of National Health Insurance Research Database (hereafter referred as “database”)
  - (1) Researchers approved to use during the application.
  - (2) Researchers who are added because of the demands of project shall fill the Consent of Researcher to Participate and Personnel to Process for Value-added Service of National Health Insurance Research Database (NHIRD) and submit it to the National Health Research Institutes (NHRI).
2. Database storage

The database is set in the Center of Institutional Research and Development of the university (hereafter referred as “the center”) and the number of computer is 3140101-00031040164.
3. Database management

The center takes charge to manage the database and personnel without approval shall not use it.
4. Database use
  - (1) The user shall submit the Application Form (Appendix 1) three days before using and shall use it with the approval of the center director.
  - (2) The user shall not take out the data in the database or transmit it to other devices in any way and shall not provide it for others to use.
  - (3) The computer storing database shall be stand-alone. The user shall not use any wireless network or related devices (such as USB WLAN card and so on) on it.
  - (4) The administrators for database of the center shall confirm the information of users based on the application forms (Appendix 2) for auditing of superior units.
5. The users of the database shall follow Computer-Processed Personal Data Protection Law and regulations of related decrees and the applicable regulations of Personal Data Protection Act, and the users shall not violate the individual privacy or identify the individual or unit in direct or indirect way. One violating the abovementioned and causing damage other people shall bear legal responsibility. It shall remain the same to job transaction and demission.
6. The users who use the database shall not copy the value-added data files in any way or provide them to others.
7. The database is only for the purpose of academic research and development, but not for other applications.
8. When the user agrees to publish the research paper, the following text shall be indicated in the chapter of “Acknowledgment” or other appropriate chapter to explain data source:

“This study is based in part on data from the National Health Insurance Research Database provided by the National Health Insurance Administration, Ministry of Health and Welfare and

managed by National Health Research Institutes (Registered number \_\_\_\_\_). The interpretation and conclusions contained herein do not represent those of National Health Insurance Administration, Ministry of Health and Welfare or National Health Research Institutes.”

9. The user shall submit the summary of achievement report within one year. The users who publish the paper shall provide the full text. The above results shall be handed in as electronic format to facilitate the center to archive them and submit to the Health Insurance Administration. If someone violates, the center shall handle it by the 11<sup>th</sup> Article of the outline.
10. The personnel in the center, the applicants and the users shall sign the Confidentiality Affidavit (Appendix 4) and keep the secret of all the data. For personnel violates the regulations, the center shall handle it by following the 11<sup>th</sup> Article of the outline.
11. If the applicant violates above application regulations and causes the center’s right to be suspended and lose the value-added service of the database, the center will claim the violator for compensation based on the loss during the period of suspension and reserve the rights to prosecute.
12. If the outline conflicts with Application Principles for Value-added Service of National Health Insurance Research Database, the principles issued by NHRI shall prevail.
13. The outline shall be implemented or revised with the authorization of the President.

Appendix 1

**Center of Institutional Research and Development of Asia University, Taiwan  
(IR)  
Application Form for Using National Health Insurance Research Database  
(NHIRD)**

Please fill this form and take it to IR (A424)

Date of filling: Year Month Day

or send e-mail to yuting22@asia.edu.tw

Basic Information of Applicant	
<input type="checkbox"/> Researcher to participate <input type="checkbox"/> Personnel to process data <input type="checkbox"/> Personnel allowed to use the database	
Name:	Unit/ Job Title:
Telephone:	E-mail
Name of Personnel who can use the database:	

Reasons for Applying:
<input type="checkbox"/> Use NHIRD to explore the comorbidity relevance of neuro-psychopaths of chronic disease
<input type="checkbox"/> Others. Please specify:

Information to apply for using
Date: Year Month Day
Period: <input type="checkbox"/> 9-12 a.m. <input type="checkbox"/> 2-5 p.m.

Data to apply for use

**Please do not fill in following form**

Information about application review
Case Number:
Date to Receive: Year Month Day   Receiver:
Using Period <input type="checkbox"/> 9-12 a.m. <input type="checkbox"/> 2-5 p.m. Administrator:
Auditing Opinion:  Center Director:

Appendix 2

**Center of Institutional Research and Development of Asia University, Taiwan  
(IR)**

**Record Form to Use National Health Insurance Research Database (NHIRD)**

Number of Computer: 3140101-00031040164

Year

Month

<b>Number of Times</b>	<b>Date</b>	<b>Period</b>	<b>User</b>	<b>Administrator</b>	<b>Number of Application Form</b>
1		<input type="checkbox"/> 9-12 a.m. <input type="checkbox"/> 2-5 p.m.			
2		<input type="checkbox"/> 9-12 a.m. <input type="checkbox"/> 2-5 p.m.			
3		<input type="checkbox"/> 9-12 a.m. <input type="checkbox"/> 2-5 p.m.			
4		<input type="checkbox"/> 9-12 a.m. <input type="checkbox"/> 2-5 p.m.			
5		<input type="checkbox"/> 9-12 a.m. <input type="checkbox"/> 2-5 p.m.			
6		<input type="checkbox"/> 9-12 a.m. <input type="checkbox"/> 2-5 p.m.			
7		<input type="checkbox"/> 9-12 a.m. <input type="checkbox"/> 2-5 p.m.			
8		<input type="checkbox"/> 9-12 a.m. <input type="checkbox"/> 2-5 p.m.			
9		<input type="checkbox"/> 9-12 a.m. <input type="checkbox"/> 2-5 p.m.			
10		<input type="checkbox"/> 9-12 a.m. <input type="checkbox"/> 2-5 p.m.			
11		<input type="checkbox"/> 9-12 a.m. <input type="checkbox"/> 2-5 p.m.			
12		<input type="checkbox"/> 9-12 a.m. <input type="checkbox"/> 2-5 p.m.			
13		<input type="checkbox"/> 9-12 a.m. <input type="checkbox"/> 2-5 p.m.			
14		<input type="checkbox"/> 9-12 a.m. <input type="checkbox"/> 2-5 p.m.			
15		<input type="checkbox"/> 9-12 a.m. <input type="checkbox"/> 2-5 p.m.			
16		<input type="checkbox"/> 9-12 a.m. <input type="checkbox"/> 2-5 p.m.			
17		<input type="checkbox"/> 9-12 a.m. <input type="checkbox"/> 2-5 p.m.			
18		<input type="checkbox"/> 9-12 a.m. <input type="checkbox"/> 2-5 p.m.			
19		<input type="checkbox"/> 9-12 a.m. <input type="checkbox"/> 2-5 p.m.			
20		<input type="checkbox"/> 9-12 a.m. <input type="checkbox"/> 2-5 p.m.			
21		<input type="checkbox"/> 9-12 a.m. <input type="checkbox"/> 2-5 p.m.			
22		<input type="checkbox"/> 9-12 a.m. <input type="checkbox"/> 2-5 p.m.			
23		<input type="checkbox"/> 9-12 a.m. <input type="checkbox"/> 2-5 p.m.			
24		<input type="checkbox"/> 9-12 a.m. <input type="checkbox"/> 2-5 p.m.			
25		<input type="checkbox"/> 9-12 a.m. <input type="checkbox"/> 2-5 p.m.			
26		<input type="checkbox"/> 9-12 a.m. <input type="checkbox"/> 2-5 p.m.			
27		<input type="checkbox"/> 9-12 a.m. <input type="checkbox"/> 2-5 p.m.			

28		<input type="checkbox"/> 9-12 a.m. <input type="checkbox"/> 2-5 p.m.			
29		<input type="checkbox"/> 9-12 a.m. <input type="checkbox"/> 2-5 p.m.			
30		<input type="checkbox"/> 9-12 a.m. <input type="checkbox"/> 2-5 p.m.			

Appendix 3

**Center of Institutional Research and Development of Asia University, Taiwan  
(IR)**

**Summary Table of Achievement Reports of National Health Insurance Research  
Database (NHIRD)**

User	
Name:	Unit/ Job Title:
Telephone:	E-mail
Research Topic	
Research Purpose	
Research Subject	
Research Method	
Research Results and Suggestions	
Keywords:	

Appendix 4

**Center of Institutional Research and Development of Asia University, Taiwan  
(IR)  
Confidentiality Affidavit for Using National Health Insurance Research Database  
(NHIRD)**

I work at (unit name) department:

I take the value-added data files of National Health Insurance Research Database (NHIRD) held by the convener Wu, Tsong-neng for the research of “Comorbidity Relevance of Neuro-psychopaths of Chronic Disease” and agree to follow the related regulations of Implementing Outline for Use and Management of National Health Insurance Research Database (NHIRD) which is made by IR in the university. If I violate it and make the university to suffer a loss, I will take charge of related responsibility.

For Center of Institutional Research& Development, Asia University, Taiwan

Contractor: \_\_\_\_\_ (Signature)

ID Number: \_\_\_\_\_ Year      Month      Day

Head of Unit: \_\_\_\_\_ (Signature)      Year      Month      Day

**Center of Institutional Research and Development of Asia University, Taiwan  
(IR)  
Application Form for Consulting National Health Insurance Research Database  
(NHIRD)**

Please fill this form and take it to IR(A424) to consult    Date of filling:    Year    Month    Day  
or send e-mail to yuting22@asia.edu.tw

Basic Information of Applicant	
Name:	Unit/ Job Title:
Telephone:	E-mail

Cooperative Personnel	
Name:	Unit/ Job Title:
Name:	Unit/ Job Title:

Consult to Apply
<input type="checkbox"/> Cooperative research case of employees of Asia University Hospital and teachers and students of Asia University
<input type="checkbox"/> Individual research of employees of Asia University Hospital
<input type="checkbox"/> Individual research of teachers and students of Asia University
<input type="checkbox"/> Research of personnel outside the university(teachers of Hungkuang University and doctors of Kuang Tien General Hospital)
<input type="checkbox"/> Others. Please indicate:

Description of consulting content
Research Topic:
Research Content: (1) Background and Purpose of Research Project  (2) <b>Research Methods and Procedures</b>  (3) <b>Expected Result:</b>
Description for data:

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**Please do not fill in following form**

Information to Receive Case	
Case Number:	
Date to Receive: Year Month Day	Receiver:
Starting Time to Analyze: Year Month Day	End Time to Analyze: Year Month Day
Analyst:	
Center Director:	