

S.O.P

Medical

Record Department



**SHAHEED HASAN KHAN MEWATI, GOVT. MEDICAL COLLEGE, NALHAR,
MEWAT (HARYANA)**

DEVELOPMENT OF MEDICAL RECORD SYSTEM IN S.H.K.M. G. M. C, NALHAR, MEWAT

MEDICAL RECORDS DEPARTMENT: The Medical Records Department has been established with the following aims:

- To develop a comprehensive record keeping system for all indoor patients
- To develop a system to record census of service seeking individuals
- To develop a system to record service utilization
- To develop a system to retrieve information

The department shall consist of four sections:

- Reception Desk
- Census Desk
- Scrutiny Desk
- Master Records

RECEPTION DESK:

Reception shall serve as gateway to all interactions of MRD. All information shall be submitted, requested and collected at Reception Desk.

- Collections of daily census report from various wards of the hospital including birth census (Annexure 1).
- Collections of daily census report from various laboratories of the hospital (Annexure 2 & 3,4)
- Collection of daily census report from radiology facilities (Annexure 5)
- Acceptance of Operation Theatre census (Annexure 6)
- Acceptance of Indoor patient files from various departments.

- Acceptance of Out-patient census from OPD registration (Annexure 7)
- Acceptance of request for access to records as requested by Legal cell
- Transmission of information to necessary desk of MRD
- Dispatch of information to Head of Department/ Head of Unit regarding ‘incomplete files’ (Annexure 8)
- Acceptance of request for access to records by various departments (Annexure 9)
- Dispatch of information as requested by other departments (Legal cell/ Heads of departments etc)
- Details/photocopy of Discharge summary and treatment file will be given (Investigation officer) only to the police on written request having their D.D.E. number. & details (sign, Name, Designation, Name of Police station & mobile number. Duly marked from Medical Superintendent Office.

CENSUS DESK:

- Receive various census related information from Reception Desk.
- One staff of MRD collects census from various wards at 8 am daily.
- Catalogue the data in the computer system.
- Prepare daily census sheet for submission to Director and Medical Superintendent(Annexure 10)
- Preparing monthly records for minor and major procedures performed in hospital.

SCRUTINY DESK:

- Check Indoor- patient files for incompleteness.
- Inform concerned department through (reception desk) in-case file is incomplete.
- Coding of files.
- Filing of records in Compact Chamber/ Rack.
- Preparing monthly records for mortality and other disease specific information.

MASTER RECORDS:

- All records are to be maintained here. These include:

- Inpatient files
- Hard copy of various census documents
- Digital copy of all census documents and essential records of in-patients.
- Keeps a track of patients current location in various wards
- Data generated will be analyzed for trends/ patterns of diseases and service utilization.
- Facilitate monthly census meeting of all departments
- Facilitate mortality meeting of all departments
- Record transfer-in and transfer-out details of patients for entry in Master records.
- Entry of IPD records in Master Records.

Procedure for OPD records:

OPD daily census will be reported (Annexure) to MRD every day at 2:15 PM. The census will be noted by MRD staff at Census Desk and Master Records.

Procedure for IPD records:

A] Admission details:

Register for IPD records is maintained in Emergency OPD & IPD registration. Registration details at end of Previous day(12 o'clock midnight) ofy Emergency OPD and IPD patients are submitted on next day at Census Desk at 8:30 AM. This information is then entered in Master computer.

B] Submission of files:

- Information regarding necessary documents and notes to be filled properly in IPD files of every ward for submission in MRD.
- Head of Department to identify suitable person responsible for submission of IPD records for each of their wards (Ward records in-charge).
- Ward records in-charge has to submit completed files at reception desk of MRD between 11:00 AM to 1:00 PM, of patients discharged on previous day (Till 12 o'clock mid night.

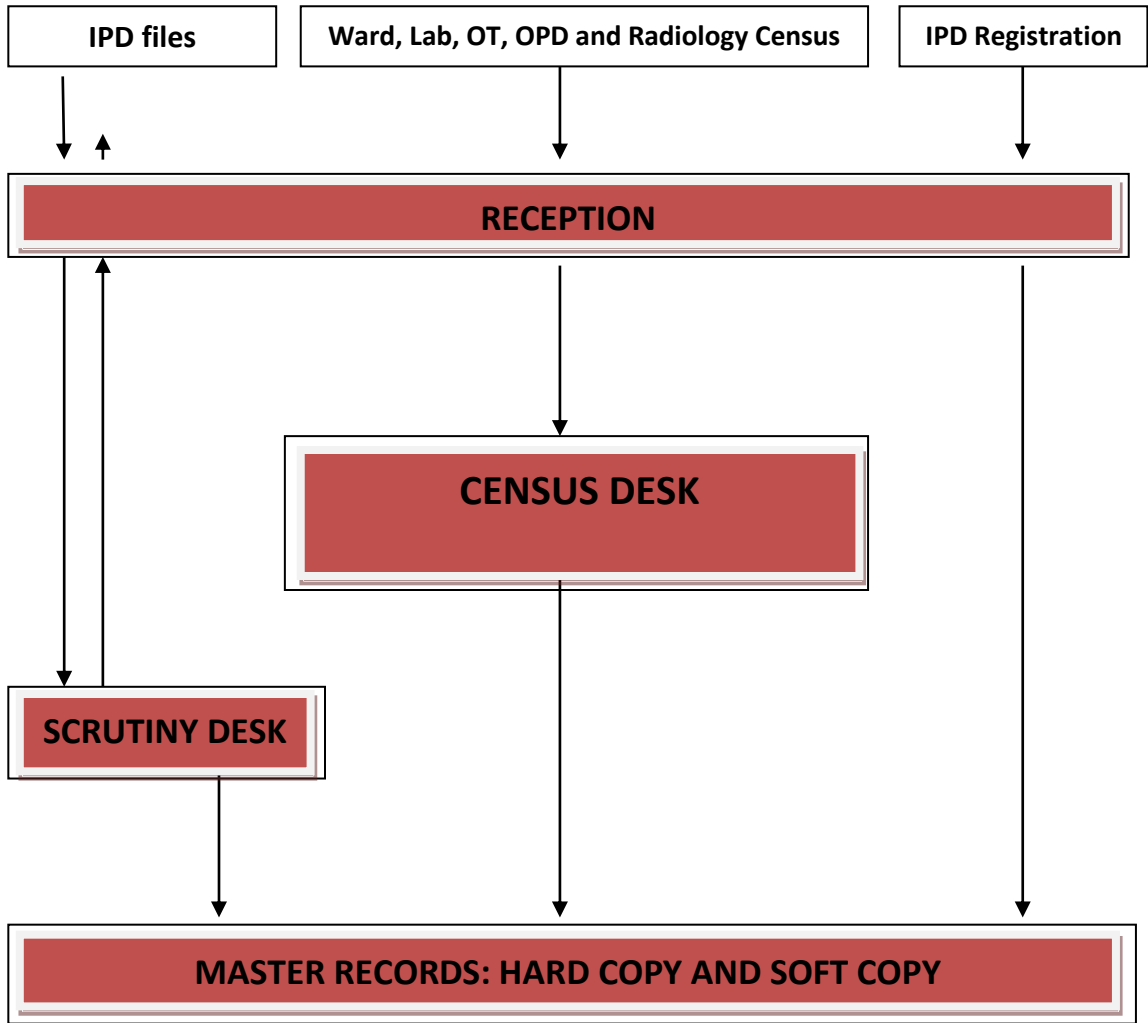
- Ward records in-charge to maintain a dispatch register and get the same signed at reception desk while submitting file. Reception desk to sign on 'File submission register' for received files after due verification.
- Reception desk to forward the files to scrutiny desk by 2:00 PM same day.
- Scrutiny desk to check for completeness of the file.
- In case the file is incomplete, the scrutiny desk shall fill the 'incomplete record form'. The form with incomplete file shall be send to reception desk by 10:00 AM on next working day.
- Reception desk to send the form to Head of Department/ Ward records in-charge. The file will be retained at Reception desk
- Corrections, incomplete details are to be filled by concerned by 3:00 PM in the Reception desk of MRD.
- Reception desk to forward the file to scrutiny desk for re-assessment.
- In case the file is complete, coding is done and the same noted in MASTER RECORD by 4:00 PM.

Procedure for OPD records:

- Details of OPD record are to be submitted by 4:00 PM everyday or next day 8.30 am at Reception Desk.
- OPD census is also to be submitted by 2:15 PM everyday
- Reception desk to submit the same to Census Desk. Census Desk to record the same and submit the hard copy to MASTER RECORDS.

Procedure for Laboratory/ Radiology census:

- Census collected at Reception desk and submitted at Census desk.
- Census entered at Census Desk and at MASTER RECORDS
- All Laboratory/ Radiology census records to be submitted on the next day at 8.30 am at census Desk.



ANNEXURE 2

Daily census from Pathology Labs:

Date:

	<i>Clinical Pathology</i>	<i>Hematology</i>	<i>Cytology</i>	<i>Histopathology</i>
<i>OPD</i>				
<i>IPD</i>				
<i>Emergency</i>				

ANNEXURE 3

Daily census from Microbiology Labs:

Date:

	<i>CBNAAT</i>	<i>Malaria</i>	<i>Bacteriology</i>	<i>Mycology</i>	<i>Mycobacteriology</i>
<i>OPD</i>					
<i>IPD</i>					
<i>Emergency</i>					
	<i>Parasitology</i>	<i>Virology</i>	<i>Serology</i>	<i>Immunology</i>	
<i>OPD</i>					
<i>IPD</i>					
<i>Emergency</i>					

ANNEXURE 4

Daily census from Biochemistry Labs

<i>OPD</i>	<i>IPD</i>	<i>Emergency</i>

ANNEXURE 5

Daily census from Radiology:

Date:

	<i>X-ray</i>	<i>Ultrasound</i>	<i>CT Scan</i>	<i>MRI</i>	<i>Mammography</i>
<i>OPD</i>					
<i>IPD</i>					
<i>Emergency</i>					

ANNEXURE 6

Daily census from Operation Theatre

Date: _____

<i>Sr No</i>	<i>Treating Team</i>	<i>Major Procedures</i>	<i>Elective/ Emergency</i>	<i>Outcome*</i>
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
<i>Sr No</i>	<i>Treating Team</i>	<i>Minor Procedure</i>	<i>Elective/ Emergency</i>	<i>Outcome*</i>
1				
2				
3				
4				
5				
6				

**(Shifted to ICU/ Ward/ Death)*

(OT- Incharge)

ANNEXURE 7:

OPD attendance

Date: _____

	NEW				OLD			
	Adult		Child		Adult		Child	
	Male	Female	Male	Female	Male	Female	Male	Female
Medicine								
Surgery								
Paediatrics								
Orthopaedics								
Gynaecology & Obstetrics								
E.N.T								
Ophthalmology								
Dermatology								
Psychiatry								
Dentistry								
Chest and T.B.								
Emergency								
Camp								
TOTAL								

(Sign)

OPD registration

ANNEXURE 8 :

Information regarding incomplete file

Date:

From:

Medical Records Department
S.H.K.M. Government Medical College

To:

The Head of Department of _____
S.H.K.M. Government Medical College

SUB: Regarding completion of incomplete files

Sir,

With regard to the subject cited above, you are requested to kindly make the corrections in the below mentioned files by 4:00 PM today. The files are to be corrected at the Reception Desk of MRD.

CR No	Admission Slip	Face - sheet	Discharge Summary	History	Nursing Records	Operative Notes & Anaesthesia notes	Investigations	OPD card

Medical Record In-charge
S.H.K.M. Government Medical College

ANNEXURE 9 :

for access of records

Date: _____

From:
The Head of Department of _____
S.H.K.M. Government Medical College

To:
Medical Records Department
S.H.K.M. Government Medical College

SUB: Request for records

Sir,
I request you to kindly allow access to below mentioned files. The records are been accessed for
_____ purpose and the same shall be deposited by (date) _____.

Sr No	CR No	Date of Admission	Department of Admission	Date of Discharge	MRD NOTE: Total no of pages

(Signature of MRO)

(Signature & full name of
Applicant with stamp)

(Signature of Incharge MRD)

(Signature & Full name of HOD with stamp)

ANNEXURE 10 :

DAILY CENSUS REPORT TO THE DIRECTOR:

1] OPD CENSUS

Date: _____

	Adult Male	Adult Female	Male Child	Female Child	Total	7 days back
NEW						
OLD						
Total						

2] IPD Census

	Previous Day Census	Admissions	Discharges	Death	Census	Bed Occupancy Rate %
2 days back						
Yesterday						
TODAY						

3] NEW BORN:

	Live Born	Still Born	Normal Delivery	Assisted Delivery

4] PROCEDURES:

	Routine	Emergency	Total
Radiology- X-Ray			
Radiology-CT Scan			
Radiology- MRI			
Radiology- USG			
Microbiology			
Pathology			
Operation Theatre			

भा0ह0खा0मे0 राजकीय चिकित्सा महाविद्यालय, नल्हड़ के उच्च अधिकारियों द्वारा कमेटी गठित करके MRD के कुछ नियम लागू किए गए जो निम्न प्रकार हैं:-

- 1.** चिकित्सा अधीक्षक कार्यालय के पत्र क्रमांक SHKM/MS/14/3009-16 दिनांक 20.09.2014 द्वारा जारी निर्देश निम्न हैं:-
 - a. Any information pertaining to Medico Legal Cases will not be provided for RTI purpose.
 - b. For any request of duplicate or extra copy of MLC (in case of misplaced or lost), the request will be forwarded to the CMO.
 - c. Details/Photocopy of treatment file will be given only to the Police on written request having their D.D.E. No. & details(Sign, Name, Designation, Name of Police Station & Mobile No.)

- 2.** विधि चिकित्सा भास्त्र (Forensic Medicine) कार्यालय के पत्र क्रमांक SHKM/FMD/2016/138 दिनांक 18.04.2016 द्वारा जारी निर्देश निम्न हैं:-
 - a. पुलिस द्वारा लिखित पत्र प्रस्तुत करने पर MRD द्वारा कोई भी जानकारी दी जा सकती है तथा पूरी फाईल की सत्यापित प्रति भी दी जा सकती है।
 - b. यदि मरीज के ईलाज से संबंधित रिकार्ड उपलब्ध नहीं है तो अदालत में कुछ नहीं ले कर जाना होता है और यही अदालत में जाकर कहना होगा कि कोई भी रिकार्ड MRD के पास नहीं है।
 - c. मरीज को दूसरी जगह ईलाज करवाने के लिए विस्तृत डिस्चार्ज स्लीप दी जानी चाहिए ना कि IPD फाईल की फोटो कापी।

- 3.** निदेशक महोदय के कार्यालय के पत्र क्रमांक SHKM/ME-1/16/1077-80 दिनांक 23.08.2016 द्वारा जारी निर्देश निम्न हैं:-
 - a. All the MLC case/suspected case of foul play should be admitted and record will be maintained in MRD.
 - b. In case of Trauma involving multiple specialities involved CMO will be the final authority for admitting the patient in concerned specialty decision.

- 4.** चिकित्सा अधीक्षक कार्यालय के पत्र क्रमांक SHKM/MS/5601 दिनांक 30.11.2016 द्वारा जारी निर्देश निम्न हैं:-
 - a. Nursing staff to write unit heads name, units no. on the top corner of the 1st (green) pages.
 - b. A copy of discharge summary to be attached to IPD file by nursing staff before depositing the IPD file in MRD.
 - c. Case summary must be written on the second page of the IPD file by residents.
 - d. Diagnosis on IPD file cover & 1st page should be identical and in legible capital letters.
 - e. Any change/correction/rectification in name, Identity/Address can be done only on the written request from the authorized blood relatives of the concerned patient. This can be done, while patient is admitted. After discharge, no request for correction in patients record can/will be entertained.
 - f. All IPD files, complete in all aspects to be sent to MRD within 03(three) days of patients discharge.

- 5.** चिकित्सा अधीक्षक कार्यालय के पत्र क्रमांक SHKM/MS/15/1557 दिनांक 21.03.2017 द्वारा आदेश जारी किए गए कि MLC/LIC केंसों में बीमा कम्पनियों एवं मरीज/संबंधित(कोर्ट के आदेशों के बाद) को फोटोकापी देने के लिए बीमा कम्पनियों एवं मरीज/संबंधित से 100/रु का भुलक वसूल किये जायें।

