

MEDICAL RECORDS DEPARTMENT

Annual Report for the period 2010-11

Medical Records Department is a very important part of the Institution, which caters to the needs of both doctors and patients. To the patients – to have the records of treatment given and the investigations done in chronological order to enable the patients to have continues treatment and to avoid duplication of investigations. To doctors – to evaluate their own treatment and for research work.

Medical Records Department maintains various Registers from 1974 and case sheets from 1991. There are about 2,62,221 case sheets in the M.R.D. And 17,238 case sheets are added to it every year.

The Medical Records Department is computerized.

The new cases registered annually have increased from 4,201 during 1980 to 17238 during 2010.

The department provides monthly and yearly statistics to the Hospital Cancer Registry and to the Directors Office. It also issues case sheets to the doctors and other research workers for studies and research work.

Staff:

1. Medical Records Officer	1
2. Medical Records Supervisor	1
3. Asst. Medical Records Officer	1
4. Asst. Social Scientist	1
5. Medical Records Technicians	3
6. Second Division Clerks	5
7. Class IV Employees	14

17238 new case sheets were prepared during the period Jan 2010 to Dec 2010. About 2,41,314 case sheets were issued for the revisit patients. Around 17497 patients were admitted and 566 Deaths during this period.

Medical Records Officer