

7. Co-operation with all other departments in the matter of records.
8. Participation in educational and training programme.

**STATISTICAL ASSISTANT (OR ASSISTANT MEDICAL RECORD OFFICER)**

1. Disposal of all letters received in the department.
2. Maintenance of files for different subjects dealt with in the department.
3. Scrutiny of Statistical returns compiled by the Admission and Discharge Analysis Desk and the Medical Statistics Desk.
4. Forwarding of statistical returns to the D.G.H.S. and other agencies.
5. Control of furniture, linen and stationery items through proper inventory, preparation of monthly indents for these items.
6. Supervision of the department work in the absence of Medical Record Officer.
7. Participation in the training programmes of the department.

**MEDICAL RECORD TECHNICIAN**

1. Compilation of data for research from records.
2. Preparation of statistical reports.
3. Review of medical records to ensure presence of all component.
4. Coding diseases and operations according to the accepted classifications.
5. Maintenance of indexes according to the planned procedure.
6. Preparation of Daily Hospital Census.
7. Analysis of records of discharged patients.
8. Analysis of admissions.
9. Compilation of monthly and annual statistical reports.
10. Computation of rates, percentages, etc.

**MEDICAL RECORD STAFF**

**MEDICAL RECORD OFFICER**

1. Management of Medical Record Department (including Central Admitting and Enquiry Office).
2. Development, analysis and technical evaluation of clinical records.
3. Development of secondary records (i.e. indexes of various types).
4. Preservation of medical records.
5. Development of statistics.
6. Assistance to the medical staff.

11. Maintenance of Birth Registers.
12. Maintenance of Death Registers.
13. Scrutiny of Birth and Death Reports received from the wards.
14. Supervision of Incomplete Records Control Desk.
15. Supervision of Filing Area.
16. Instructing new employees in the procedures of their jobs.
17. Checking the work of employees directly under his Supervision
18. Taking records to courts.

19. Attending to medico-legal works while working in the Medical Record Department, as under :

- (a) Receiving medico-legal registers from the Casualty Medical Officer when such registers are complete.
- (b) Getting those medico-legal reports which are left incomplete by the doctors, duly completed in all respects.
- (c) Preparing a list of all those medico-legal reports which are not completed in spite of personal efforts, doctor-wise and submitting the same to DMS for necessary action.
- (d) Controlling issue of medico-legal registers by maintaining a register.
- (e) Issuing medico-legal reports to the police authorities as and when required.
- (f) Providing assistance to police officials in obtaining X-ray films and other documents required by them.
- (g) Supply of blank medico-legal registers to the Casualty Medical Officer, on request, after numbering it with the automatic numbering machine.
- (h) Attending courts and producing records there, as and when summons are received.
- (i) Keeping all the medico-legal documents in safe custody.

20. Participation in the training programmes of the department.

#### RECEPTIONIST (CENTRAL ADMISSIONS AND ENQUIRIES)

1. Guiding patients to various O.P.Ds/Clinics/Departments in relation to their diseases.
2. Preparation of Admission Records of all patient to be admitted.
3. Attending to enquiries.
4. Maintenance of Index Cards of patients and Medical Officers.
5. Maintenance of Central Admission Register.
6. Arranging funeral vans on request.
7. Sending messages to patient's relatives and doctors and phonograms.
8. Maintenance of furniture, equipment, stationery medical record forms, etc., lying in the Central Admitting and Enquiry Office.
9. Announcement on paging system.
10. Supervision of the staff working in the Central Admitting and Enquiry Office.

#### JUNIOR MEDICAL RECORD TECHNICIAN

1. Typing of patients name index cards.
2. All the duties performed by the Receptionist on the Central Admission Counter as well as Enquiry Counter during the night and in the absence of a Receptionist.
3. Hospital Census work, viz. :
  - (a) Collection of daily ward census reports prepared by night nursing staff.
  - (b) Tallying number of admissions recorded in the wards with the duplicate copies of admission advice.
  - (c) Collection of records of discharged patients.
  - (d) To remove patients Name Index Cards of discharge patients from 'In-the-House' cabinets kept in the enquiry office.

- (c) Preparation of consolidated Hospital Census Report.
4. Assembling of Medical Records of discharged patients according to a specific order.
5. Typing of daily discharge list.
6. Proper filing and maintenance of patients name Index cards of discharged patients.
7. Typing work of the department.
8. Assisting the Medical Record Technicians working in the incomplete as well as completed records control areas.
9. Attending courts for production of medico-legal registers and medical records, etc.
10. Assisting Medical Record Technician in admission and Discharge Analysis.
11. Registration of out-patients in various O.P.Ds and Clinics.
12. Assisting the Medical Records Technician Incharge of Out-patient Statistics in the collection and compilation of data on attendances and diseases.

#### **MEDICAL RECORD ATTENDANTS**

1. Filing of medical records of discharged patients.
2. Retrieval of medical records.
3. Checking medical records for missing files.
4. Proper maintenance of medical record files in the incomplete as well as completed records areas.