

Medical Record Department & Training Centre, ABVIMS & Dr. Ram Manohar Lohia (RML) Hospital, New Delhi

1. About Atal Bihar Vajpayee Institute of Medical Sciences & Dr. Ram Manohar Lohia Hospital

Dr. Ram Manohar Lohia Hospital, formerly known as Willingdon Hospital, was established by the British for their staff with only 54 beds in 1932. After independence, its control was shifted to New Delhi Municipal Committee. In 1954, its control was again transferred to the Central Government of Independent India. It is fully funded by the Ministry of Health Family Welfare, Government of India.

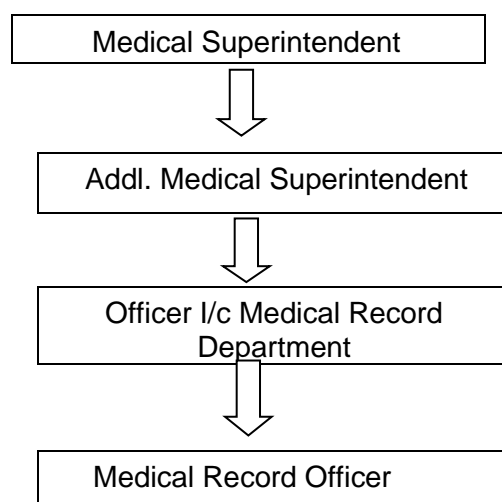
The hospital has grown over the years and currently has about 1,447 beds, spread over in 30 acres of land. It caters to the population of New Delhi and Central District, apart from patients from other areas and even from outside Delhi. It is having 71 beds in a Nursing Home for the CGHS beneficiaries, including Maternity Nursing Home.

Atal Bihari Vajpayee Institute of Medical Science (ABVIMS) was established at Dr. Ram Manohar Lohia Hospital by the Govt of India in August 2019. The first batch of MBBS students was admitted in August, 2019. Post Graduate course (M.D / M.S) in clinical subject were running at ABVIMS even before the establishment of Dr. RML Hospital. The (M.D. / M.S) Course in Pre and Para clinical subject were started in year 2008 over the period of time, the number of (M.D / M.S) seats have been increased.

This hospital has round the clock emergency services in all major specialities. The facilities in other specialties are available on call basis. All supportive services like laboratory, X - Ray, CT-Scan, Ultrasound, Blood Bank and Ambulances are available round the clock. A Coronary Care Unit and an Intensive Care Unit exists in the hospital for serious Cardiac and Non-Cardiac patients. The hospital has laid down disaster action plan & disaster beds, which are made operational in case of mass casualties and disaster. Hospital has two Incinerators, one Micro Wave Machine and two Plastic Shredders for sound hospital waste disposal system. With the growth and expansion of medical facilities in the hospital, the establishment of the hospital administration has also increased to 3,164.

In the year 2019 the hospital provided services to about 20,96,713 patients as OPD cases, admitted about 96,342 patients in Indoor and about 3,04,228 patients were attended in the Emergency. About 4348 yellow fever vaccination and 1214 delivery cases were attended to. Similarly about 34,344 CT Scan, 1,75,704 X-Ray cases, 1,20,98,547 laboratory tests and about 58,189 Ultrasound were done. Hospital conducted about 17,930 Major and 44,112 Minor operations during the last year.

2. Organogram:



3. Work profile of the Medical Record Department:

The Medical Records Department of this Hospital maintains and reports data attends to legal issues regarding medical records in its charge and undertakes various other activities as decided by the Hospital Authorities. We have a well-established MRD&TC with full trained staff and faculty for MRT & MRO. The Lecture Hall cum Mini Auditorium has a capacity of 70 Students. The MRD of this hospital has adopted WHO ICD-10 since January, 2000 with 100% coding, indexing, and successful disposal of all day today work of MRD including online Birth & Death Registration and approximately more than 18625 (Eighteen thousand Six Hundred Twenty Five Only) medico-legal cases, and compliance with around 1013 court summons related to MLC per annum.

MRD maintains indoor and outdoor records for up to three (03) years, and Medico-Legal Cases (MLC) up to ten (10) years as per standing order of D.G.H.S, MOH&FW, New Delhi. With digitalization, all medical records will be maintained indefinitely. Online Birth and Death registration is done on daily basis. Providing information regarding clinical data and diseases as per ICD 10th edition is another major task of the MRD. Preparation of Hospital clinical bulletin monthly as well as annually with complete morbidity and mortality clinical data as per calendar year is done. Meetings of Death Review & Medical Audit Committee are organized twice in a month under the leadership of a nominated Chair and Secretary, with the Secretariat at the MRD.

MRD is the nodal centre for receiving all summons related to medical records and MLC cases of this Hospital, reaching them to the concerned official and attending to cases in courts wherever required. Medical records are private and confidential and can be issued only to patient himself/herself, or legally authorized heir or representative under section 8(i) (e) & (j) of RTI Act. The attested copy of ID Proof for self or showing relationship with patient needs to be submitted along with proof of legal authorization. Only then, can medical document/s be issued.

Amendments in name address etc. are done for current year only, from 10 AM to 12 Noon on all working days. The next of kin of the patients/nearest relative must apply for amendment with proper ID showing relationship of the applicant with the deceased/patient. In MLC cases, corrected details of deceased in post mortem report are required. An amendment letter is then issued (if required, to the Registrar, Birth & Death, New Delhi), after completing the internal processes. Regarding the IPD Insurance verification and other formalities, request must be addressed to the Medical Superintendent, Dr. RML Hospital, New Delhi on the letter head of the concerned Insurance company mentioning all details related with deceased/patient. In case of physical verification of treatment record concerned Insurance Company must authorize an official with proper authorization letter and ID. All the above processes are completed after the approval of MRO, I/c MRD, Addl. M.S & M.S.

4. Work profile of the Training Centre:

Dr. RML Hospital MRD Training Division was set up in the month of December, 2016. First batch of the MRT Training Course was started from January, 2017.

5. Information about types of training that are conducted at the training centre:

Only Medical Records Technician course is offered every 6 months in January and July.

6. Faculties of the Training Centre:

The factuality of training Centre rare the professional of their respective field and the same are selected by the competent authorities.

7. Selection Procedure For MRD-Training Courses:

Applications to the courses are invited by the CBHI, DGHS, New Delhi. Candidates are selected by the selection committee purely on eligibility criteria and merit. Details about MRT course may be downloaded from CBHI website. Rules of discipline as laid down by the training centre/institute should be observed strictly. Any candidate violating the discipline will run the risk of termination of his/her candidature from the course.

8. Contact Information of the Staff at the Training Centre:

S. No.	Name	Designation	Email id	Contact No.
1.	Dr.(Prof) Minakshi Bhardwaj	Add. DG., Director & Medical Superintendent	med.sup.rmlh@gmail.com	011-23404470
2.	Dr.(Prof) Kanwar Sen	Addl. D.G, & Consultant HOD (ENT & Officer I/c MRD	mrd-tc19@rmlh.nic.in drkanwarsen@yahoo.com	011- 23404325, 4436
3.	Dr. Sharad Pandey	Associate Professor (Neurosurgery) & Link Officer to In – Charge (MRD	drsharad.pandey23@rmlh.nic.in	9454939067
4	VACANT	Medical Records Officer	mrd-tc19@rmlh.nic.in	011- 2340 4325

9. **Any other information:** Notification of CBHI training schedules will be started to be sent to State Level DME/DMS office shortly.

10. Contact Us :

Addl. D.G & Consultant HOD (ENT) & Officer I/C MRD,
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