

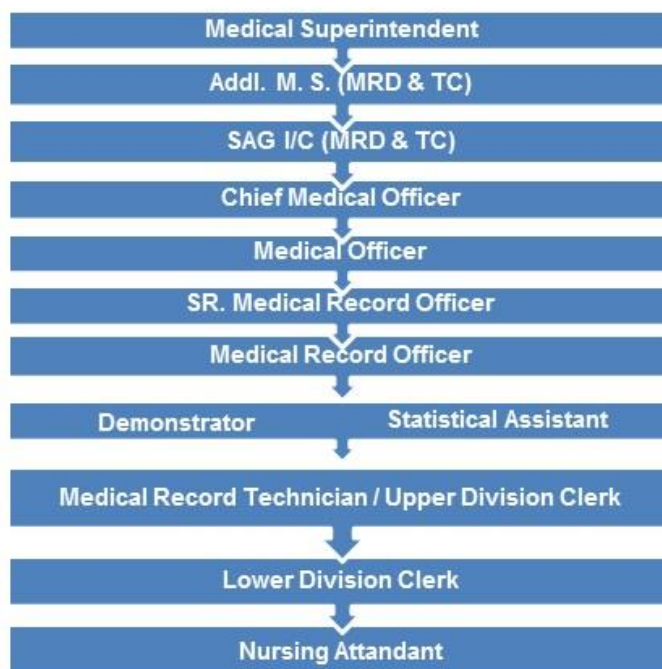
# Medical Record Department & Training Centre, Safdarjung Hospital, New Delhi

**1. About:** Safdarjung hospital was founded in 1942 during the Second World War as a base hospital for the allied forces. It was taken over by the Govt of India in 1954 under the Ministry of Health. Since then, it has grown over the years into one of the largest, tertiary-level multi-disciplinary health care institution. Based on the need and developments in Medical care, the hospital has been regularly upgrading its facilities from diagnostic and therapeutic aspects in all the specialties. The hospital which started with only 204 beds now has 1822 beds. The hospital provides medical care to millions of citizens not only of Delhi and the neighbouring states, but also the peoples of neighbouring countries.

Vardhman Mahavir Medical College was established at Safdarjung Hospital by the Govt of India in November 2001. The first batch of MBBS students was admitted in February 2002. Post Graduate courses (M.D./M.S.) in clinical subjects were running at Safdarjung hospital even before the establishment of VMMC. The (M.D. / M.S.) courses in Pre and Para clinical subjects were started in year 2011 . Over the period of time , the numbers of (M.D./ M.S.) seats have been increased .The VMMC also running super specialization (Mch / DM).

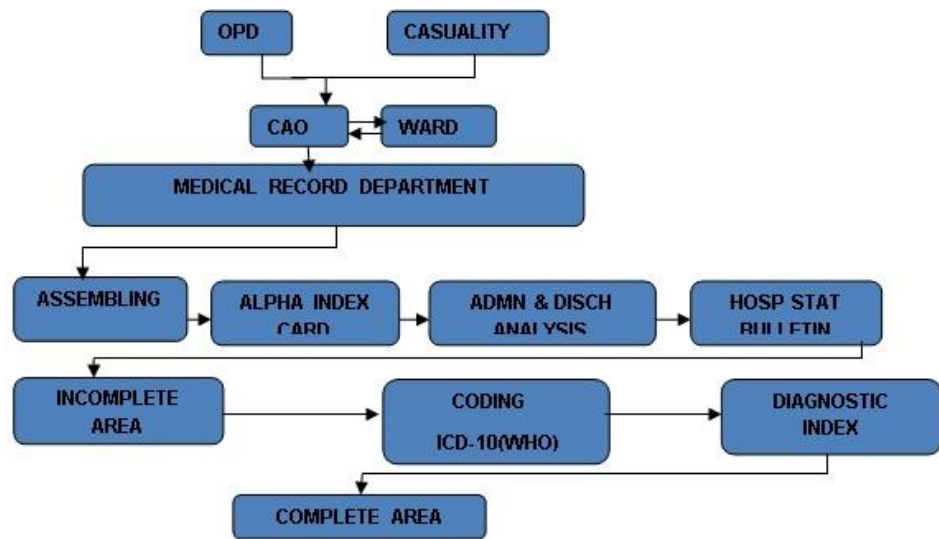
The hospital is providing the healthcare and fitness of sportspersons; the first Sports Injury Center of India was also established at Safdarjung Hospital in 2010. The first sleep laboratory of India also developed in this hospital. The planning commission of India has approved the Phase wise development process and planned to provide state of art infrastructure. The hospital is going to add up new Emergency block and Super specialties block under the development schedule in near future.

## 2. (i) Organogram of MRD & Training Centre:



## (ii) THE WORK PROFILE OF MEDICAL RECORD DEPARTMENT:

**Flow Chart Demonstrating the Function of Medical Record Department:** The organization and management of In-patient Medical Record Services can be explained with the help of following flow chart:-



### (a) CENTRAL ADMITTING OFFICE SERVICES:

The Medical Record department is operating the Central Admitting Office in Safdarjung hospital and VMMC round the clock and performing the following work:

- Admission inpatient through OPD and Emergency Services.
- Reception services i.e. Inpatient public enquires.
- Causality registration.
- Depositing of cash for investigation after public hours and holidays.

### (b) SERVICES TO PUBLIC:

- Issuance of free first copy of birth and death certificate.
- Issuance of all types of disability and multi disability certificates.
- Issuance of duly filled in form for insurance claim.
- Issuance of Medical certificate
- Verifications of inpatient and outpatient bills of medical treatment.
- Permissible Corrections in Medical records after due procedure.
- Online submission of birth and death record to NDMC.

### (c) MEDICO LEGAL SERVICES:

- Maintenance of MLC registers.
- Attend various courts all over India regarding MLC.
- Distribution of the summons of the court and deputation of concern doctors.
- Correspondences with the Police authority.
- Conducting medical board on direction of Courts.

## 3. THE WORK PROFILE OF TRAINING CENTER:

Medical Record Technician (MRT) training course was started in the year 1973 and Medical Record Officer (MRO) Training was started in the year 1978 at Medical Record Department and Training Centre, Safdarjung Hospital. Medical Record Department and Training Center of this hospital is pioneer in the field of training of the professional for Medical Record and its trained personnel are rendering services to various known institutions in India and other countries. The detail of the in-service training courses are given below:

S. No.	Name of Course	Duration of Course
1.	Medical Record Officer's Course	One Year
2.	Medical Record Technician Course	Six months

#### 4. FACULTIES OF THE TRAINING CENTER:

The faculty of training Center are the professional of their respective field and the same are selected by the competent authorities. Practical training is imparted by the officer deputed in the medical record department having vast experiences. Field visit and question and answer session also conducted.

#### 5. INFRASTRUCTURE AT THE MRTC:

The digitally equipped lecture theatre, computer lab, library provided at the MR & TC.

#### 6. TRAINEES TRAINED TILL DATE :

S. No.	Name of the course	No of trainees trained till 2016
1.	Medical Record Officer's	289
2.	Medical Record Technician	855

#### 7. CONTACT DETAILS OF THE STAFF OF THE TRAINING CENTER:

S. No.	Name	Designation	E mail id	Contact No.
1	Dr. Balvinder Singh	Medical Supdt.	msofficesjh@gmail.com	9911919666
2.	Dr. Prem Kumar	Addl. M.S. (MRD&TC)	drpremkumar2008@yahoo.com	9212577407
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#### 8. CONTACT US :

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