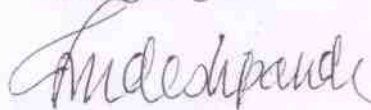


Duties and Responsibilities of
Medical Record Technician

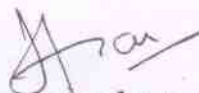
- a. Separation of case sheets & clinical data of Morbidity & Mortality, General cases, MLC cases & amendment cases etc.
- b. Coding as per ICD 10th edition, Indexing , Age-wise, disease-wise, sex-wise, speciality-wise etc. preparation of Hospital clinical bulletin monthly & annually with all qualitative & quantitative analysis for easy per day IPD or OPD average, net death rate, gross death rate, bed occupancy, IMR & MMR etc. delivery of this information as and when required by Hospital authorities. The disposal of MLC cases in the various courts of Delhi & Outside. MLC cases are maintained and completed with nature of injury given by the treating doctor delivered to concerned Police Station's Investigating Officer.



I/c (Medical Record Department)



Deputy Director (Admn.)



Medical Superintendent