



Government of India

Ministry of Health and Family Welfare  
PGIMER & Dr. Ram Manohar Lohia Hospital New Delhi  
Department of Radio Diagnosis



Date: 16-10-2014

**DUTIES & RESPONSIBILITIES OF DATA PROCESING  
OPERATOR FOR MRI**

The duties & responsibility of Data processing Operator are as under:-

1. The Data Processing Operator is required to make entries of data of all patients undergoing MRI Tests on day to day basis. He should have a speed of not less than 50 words per minutes in this regard and good command on English.
2. Once the patient undergoes the test his reports shall be feeded in the computer as given/ dictated by the investigating Doctor. Then the report of the patient of the data has to be made and Hardcopy (print out) is to be taken.
3. The records of the investigations done viz. Details of the patient investigation reports etc. are to be maintained properly in the computer concerning to the Department of Radiology. These are to be retrieved as and when required.
4. He will be responsible for the day to day maintenance of the computer system and ensure smooth functioning and upkeep pertaining to the MRI reports of patients.
5. The report of the patient should be properly maintained.
6. Dispatch of Reports to the patient with proper entries.
7. Any other work assigned by the Head of the Department/ Supervisors of Radio-Diagnosis Department.

Deputy Director (Admn.)

Dr. (Prof.) U.C. Garga  
HOD & Consultant  
Department of Radio-Diagnosis

16.10.14

Medical Superintendent