

Duties and Responsibilities of

Medical Record Assistant

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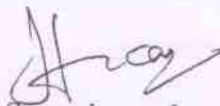
Registration of IPD Patients with all demographic, clinical detail & Social details. Daily basis IPD OPD census collection with analysis, qualitative & quantitative details and case sheets from the whole Hospital Department / Wards, Retrieval of case-sheets, Assembling of IPD case-sheets, stitching as per MRD norms, in-ordering according to CR Nos., filling MLC & Non-MLC separately. Coding & indexing is done disease wise as per ICD, 10<sup>th</sup> edition. The disposal of MLC cases in the various courts of Delhi & Outside.



I/c (Medical Record Department)



Deputy Director (Admn.)



Medical Superintendent