


Dr. Ram Manohar Lohia Hospital, New Delhi

Duties and Responsibilities of

Receptionists

Posted at admission and inquiry counter 24x7 of the Hospital where they do registration of IPD patient with all clinical & social details, providing of the information to the public regarding the clinics & admitted patients, receiving of various telephone calls, Nursing Home registration and booking. The information of admission of VIPs telephonically forwarding to DGHS, Parliament etc., when posted in MRD. Separation of IPD case-sheets in MRD such as Death Cases, Medico Legal cases and discharge case sheets etc. Assembling of IPD cases, stitching, in-ordering according to CR Nos. and filing. The disposal of MLC cases in the various courts of Delhi & Outside.


I/c (Medical Record Department)


Deputy Director (Admn.)


Medical Superintendent