

Duties and Responsibilities of

Book Binder

1. The binding of all Registers of MLCs.
2. Binding of Monthly Hospital Bulletins.
3. Binding of Summons.
4. Binding of ICD Indexing Cards.
5. Binding of all MRD Data Registers with mentioning serial numbers, CR Numbers, Dates, Months and Years etc with permanent marked in view of easy retrieval of records and maintenance; and
6. All other duties assigned by Medical Record Officer and I/c Medical Record Department.

Anandipande

I/c (Medical Record Department)

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Deputy Director (Admn.)

~~Medical Superintendent~~

20/3/15