

100

## Dr. Ram Manohar Lohia Hospital, New Delhi

### Duties and Responsibilities of Sr. Receptionist

Posting at Enquiry Counter providing the information to the patients, public as well as visitors, regarding the IPD patients, OPD Days, and other clinical facilities available in this Hospital telephonically and verbally. When posting at Nursing Home Main Enquiry, NH Registration Counter all related work as per requirement of the counter and direction of I/c Nursing Home and MS duty. During the posting in MRD collection of census, in order and assembling of case sheets as per MRD norms, indexing, attending of various courts in MLC cases and all other duties assigned by I/c MRD and MRO.

*S. Deshpande*

HOD / I/c (MRD)

डॉ. मित्ता जी. देसाय

Dr. Mitta N. Deshpande

प्रमुख निदेशक, मरिचक अनुभाग

डॉ. राम मनोहर लोहिया अस्पताल, नई दिल्ली

*[Signature]*  
27/5/14  
Deputy Director (Admn.)

*[Signature]*  
16/3/15  
Medical Superintendent