

**Government of India**  
**PGIMER & Dr. Ram Manohar Lohia Hospital, New Delhi**  
**(Medical Record Department)**

**The organization structure & Public related function of MRD at a glance**

**MRO, MRT, MRA, Receptionist, MRD Attendants etc under the supervision of I/c MRD and Head of the Institution.**

The Medical Record is an orderly written document of the patient's health's history, physical examination findings; lab investigation reports, treatment and surgical procedure reports, inpatient follow ups etc. The comparative and qualitative medical records have a vital role in public health, clinical care and planning for any institution. No institution can properly provide better clinical care without proper preservation and maintenance of good medical record. Hence, it is essentially required for patients, as well as for institution.

**The Medical records are private and confidential only can be issued to patient himself/herself, or her/his legally authorized heir or representative under section 8(i) (e) & (j) of RTI Act. The attested copy of ID Proof showing relationship with patient, and /or proof of legal authorization needs to be submitted before documents can be issued.**

Indoor (IPD) and outdoor (OPD) records are maintained up to three(03) years only. Medico legal case records are stored upto ten(10) years only as per standing order of D.G.H.S, MOH&FW, New Delhi.

Online Birth & Death registration is done on daily basis but only after the complete case sheets are received in MRD from wards. The MRD provides clinical data of the Hospital, notifiable and other diseases (classified on ICD 10<sup>th</sup> edition criteria) through proper channels to various agencies.

Amendments on medical records, especially regarding births and deaths, name insertion and change, are done for current year only from 10 AM to 12 Noon on all working days. For this process next of the kin of the patients/nearest relative must apply for amendment with full papers and proper ID showing relationship of the applicant with the deceased/patient. For medico legal records, corrected details of deceased in post mortem report are required. An amendment letter is then issued in the name of Registrar, Birth & Death, New Delhi.

Regarding the IPD Insurance verification and other formalities, a written request must be made to Medical Superintendent, RML Hospital, New Delhi on the letter head of the concerned Insurance Company mentioning all details related with deceased/patient along with authorization for the verifying agent. In case of physical verification of treatment record concerned Insurance Company must provide its authorized officials with proper authorization letter and ID.

Teaching is being provided regarding MRD functioning, Court matters & ICD 10<sup>th</sup> edition by our Trained Medical Record Officer to Nursing students, Para medics & Doctors of various fields.

MRD is the secretariat for the Hospital Death Review & Medical Audit Committee. Meetings are organized twice in a month. MRD also prepares and disseminates the monthly and annual Hospital Clinical Bulletin with complete morbidity and mortality clinical data on the calendar year.

MRD is the nodal centre for receiving all summons related to MLC cases of this Hospital and serving to concerned official and doctor's after service is allowed by MRD official.

#### Details of Staff

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