

**Dr. Ram Manohar Lohia Hospital, New Delhi**

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**Duties and Responsibilities of**

**Medical Record Officer**

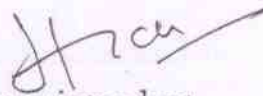
Supervision, administrative control, a wide correspondence internal & external, dealt with all vital events occurred in the Hospital in time for e.g. Birth & Death Registration, Medico Legal Court Matters, information providing to national & international agencies, a large number of Parliament Questions, RTI, Amendments, teaching faculty providing to Medical & Para Medical Students, LIC etc. The disposal of Medico Legal Cases on behalf of Medical Superintendent & Head of Departments in the Court of Law, Delhi and outside. All other work assigned by the Head of the Institution.



I/c (Medical Record Department)



Deputy Director (Admn.)



Medical Superintendent