

ESSENTIALS OF MEDICAL RECORDS MANAGEMENT



SCHEME OF PRESENTATION

- Medical records and its relevance
- Attributes of medical records
- Record retention policy
- Essentials functions of MRD
- Functional Activities in MRD
- Medical record review

MEDICAL RECORD

- A medical record is the chronological documentation of medical treatment and other health care delivered to a patient by professional members of the care team.
- It is an accurate, prompt recording of the team's observation about the patient's medical process, and the result of treatment.
- It is a mess of communication among health professionals, a legal document, and a tool for medical research and training.
- It is also the primary means of evaluating the quality and appropriateness of medical care rendered, as well as a source document for statistical use in research, planning, and budgeting.
- Finally, original-source document for financial activity involving patient care.

MEDICAL RECORD

- Property of hospital
- Not of patient or the doctors
- Typically composed of various forms, filled and filed in one set for each patient.
- Arranged in chronological order.

MEDICAL RECORD ATTRIBUTES

- Accurate record of care delivered.
- Continuity of care recorded
- Confidential, integrity, security ensured.

ROLE RETENTION POLICY

- **Rationale- requirement at a later date for**
 - Patient care
 - Medicolegal purpose/ Legal/ Consumer cases
 - Research
- **MCI requirement**
 - Indoor patients- 3 Years as per a format.
- **Retention**
 - OPD- 3 years; IPD- 3 years; from the date of last visit
 - MLC- Till completion of case
 - Paediatric patient- till 21 years

RECORD RETENTION POLICY

- **Retention period influenced by**

- Limitations Act 1963- 2years

- Matters of Tort- 1 to 3 years

- CPA 2019 – 2years

- **Recommendations**

- OPD, IPD- 3years

- MLC- 30 years/ till finalization of case

- Paediatric records- 21 years(18+3)

ESSENTIAL FUNCTION OF MRD

- **OP/IP registration**
 - Maintenance of accession register
 - Issue of OPD ticket/IP Face sheet
 - Collection of fees
- **Preparation of statistics**
- **Filing of records**
- **Retrieval of records**
- **Coding and indexing according to latest ICD revision**
- **Dissemination of medical information**

FUNCTIONAL ACTIVITIES IN MRD

- Deficiency check
- Indexing- Patient index/ Disease index/ Physician index
- Coding- ICD-10
- Tagging- Colour coding
- Filing/Storage- Filing methods- Serial orders / Terminal digit system
- Retrieval

MEDICAL RECORD REVIEW

- Sample size-Statistical sample
- Parameters- Essential- Timeliness, legibility, completeness
 - More can be added
- Both activity & discharged patient
- Done by identified individual
- List/ discover deficiencies
- Plan for CAPA

Thank You

