

## MEDICAL RECORD COMMITTEE

**Purpose :** The medical record committee will maintain medical records (upto)in the expected standards and quality and make use at all levels by beneficiaries.

The medical record committee will have an oversight for the organisation's ongoing records, the review and approval of forms and format for the medical record, including electronic applications.

**Scope :** This SOP applies to the constitution of the Medical Records committee, roles and responsibilities of members of the Medical Records committee and maintenance of all activities and documents.  
This is applicable to the Clinical section (OPD,IPD,Outreach services etc.)

### Procedure :

1. The members of medical record committee shall be selected by Principal and administration committee at the start of the year.
2. The committee will prepare datasheet to record outpatient and inpatient statistics monthly and yearly.
3. Department statistics will be done at the end of the year eg. Musculoskeletal dept, Neurophysiotherapy Dept, Cadiorespiratory Dept and CommunityHealth Dept.
4. Individual posting incharges will be responsible for maintaining the monthly patient statistics
5. The posting incharges shall update the monthly statistics in datasheet by 5th day of every month.
6. The committee shall ensure completeness and timeliness of the same
7. The committee shall ensure that all the clinical sections complete and maintain patient evaluation records and patient feedback forms.

### Role and Responsibility :

1. Dr. Khyati Kothary (PT)
2. Dr. Priti Agni (PT)

Principal: Dr Shweta Manwadkar(PT)  
Meetings: Quarterly and when required



PRINCIPAL

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