

**INTERNSHIP TRAINING**

**AT  
LAL BAHADURSHASTRI HOSPITAL, KHICHRIPUR, MAYUR VIHAR, DELHI  
UNDER THE AEGIS OF THE MOHFW AND NIHFW,  
NEW DELHI**

**"A STUDY ON ASSESSMENT OF MEDICAL RECORDS  
AT DISTRICT LEVEL SECONDARY HOSPITAL IN EAST DELHI"  
AT  
LAL BAHADUR SHASTRI HOSPITAL,  
KHICHRIPUR, DELHI**

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(i)

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### **ABSTRACT**

**PROBLEM STATEMENT: - "A STUDY ON ASSESSMENT OF MEDICAL RECORDS AT DISTRICT LEVEL SECONDARY HOSPITAL IN EAST DELHI" AT LAL BAHADUR SHASTRI HOSPITAL, KHICHRIPUR, DELHI**

**BACKGROUND:-** Any documents or information compiled in a logical and systematic, scientific and convenient ways to receive the required statistics at the time of need may be termed as a record. In the same manner, Medical record is also a systematized compiling and storing the required data, information and other relevant documents with the objective of making easy availability of the same at the time of its need. Over a period of time, Medical records have become very important to provide a new dimension in the field of global health care. Considering the significance of medical record, no hospitals and health centers are opened without establishing separate and well-equipped medical record sections. Medical records provide demographic details, disease, modes of diagnosis and recommendations made by the concerned specialist during the treatment.

**AIM: -** To Study the management of Medical Records at Lal Bahadur Shastri Hospital, Mayur Vihar, Delhi

#### **OBJECTIVES:-**

**General Objective** To study the Medical Records Management at Lal Bahadur Shastri Hospital, Mayur Vihar, Delhi

#### **Specific Objectives**

- (a) To study parameters from NABH, NHS - UK and the parameters given in C.M. Francis book of hospital administration for medical Record management at Lal Bahadur Shastri Hospital, Mayur Vihar, Delhi.
- (b) To study the functioning of medical record department and various steps involved in the medical records management at Lal Bahadur Shastri Hospital, Mayur Vihar, Delhi.
- (c) To compare the existing management of medical records at Lal Bahadur Shastri Hospital, Mayur Vihar, Delhi with NABH, NHS - UK standards and parameters given in the text book of hospital administration by C.M. Francis and find out the gaps, if any.
- (d) To give suitable recommendations and suggestions for improvement in medical record retrieval system in LBSH.

**3. Expected Outcome:** The study is intended to bring out the following outcome:

- (a) To find out any gaps in the procedure being followed in recording and maintenance of the Medical Records in LBSH.
- (b) Update the procedures as per the NABH, NHS - UK standards and the parameters

(v)

given in the text book of hospital administration by C.M. Francis.

(c) To streamline the procedures for recording, storage and retrieval process of the Medical Records of the LBSH, Mayur Vihar, Delhi.

**4. TIME FRAME:-**3 Months (01 Feb to 30 Apr 2018)

**LIST OF ABBREVIATIONS AND SYMBOLS**

1	LBSH	Lal Bahadur Shastri Hospital, Mayur Vihar, Delhi
2	MLC	Medico Legal Cases
3	LIC	Life Insurance Corporation
4	MRD	Medical Records Department
5	RNO	Registration Number
6	ECG	Electro Cardiograph
7	MOHFW	Ministry of Health and Family Welfare
8	NIHFW	National Institute of Health and Family Welfare
9	CEO	Chief Executive Officer
10	VCEO	Vice Chief Executive Officer
11.	BID	Brought in Dead

## **INTRODUCTION TO LAL BAHADUR SHASTRI HOSPITAL**

Lal Bahadur Shastri Hospital is a secondary level multi-specialty hospital with 100 sanctioned beds (functional 188 beds). It is situated at Khichripur, in Trans Yamuna area of Delhi. It caters to East District of Delhi. It was commissioned in December, 1991 with OPD services only. Indoor services commenced w.e.f. 11.10.1996 and the Hospital became fully functional w.e.f. 22.06.1999. All the health services are provided FREE OF COST. Hospital campus is spread over 10.11 acres of land and has a floor area of 18,110 Sq. Mtrs. The Hospital caters to whole of East District of Delhi with more than 15 lacs population, other Trans Yamuna in Delhi, adjoining areas from NOIDA, Ghaziabad, Khora and other areas of Uttar Pradesh and other adjoining states. It has the following features:-

- (a) ICU with six beds started w.e.f. 23.09.2009.
- (b) Blood Bank started w.e.f. 01.10.2010.
- (c) Hospital campus is spread over 10.11 acres of land and has a floor area of 18,110 Sq. Mtrs.
- (d) Hospital has an additional vacant plot of 7,700 Sq. Mtrs. (approximately 2 acres).
- (e) Average Bed Occupancy of the Hospital is 200%

Services Being Provided: Outdoor Services in the following departments:

- (a) Medicine.
- (b) Obs & Gyane.
- (c) ENT..
- (d) Surgery.
- (e) Psychiatry.
- (f) Eye.
- (g) Pediatric with New Born Nursery
- (h) ART Clinic
- (j) Skin with PPTC and VCTC clinic.
- (k) Ortho with Physiotherapy
- (l) Dental.

Vision Statement: Service with Smile. The Vision of the Hospital is to provide best possible Quality

Health Services in all the specialties in a harmonious atmosphere to every section of the society specially the under privileged through this 100 bedded multi-specialty hospital.