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MEDICAL RECORD DEPTT. PT. B.D.SHARMA, PGIMS, ROHTAK

No.MRD/4/20/1480

Dated:- 27/04/2020

To,

✓ The Professor I/c,
IT and Telemedicine,
Pt. B.D. Sharma, PGIMS, Rohtak.

**SUBJECT: REGARDING THE IMPLEMENTATION OF PROACTIVE
DISCLOSURE OF SECTION 4 OF THE RTI 2005.**

This is in reference to the letter No SPIO/PGIMS/2020/2501-20 Dated 13/4/2020 on the above noted subject. The detail related to the Medical Record Department to be disclosed under section 4 of the RTI Act is as under:-

1. The Medical Record Department is working under DMS I/c MRD and overall supervision of Medical Superintendent and is located in Ground Floor, North Block , Indira Gandhi Vidhya Bhawan.
2. The Deputy Medical Superintendent is the PIO of Medical Record Department.
3. At present two MRT, seven MRC, five Clerk, one OTT, one OTA & two Bearer are posted in the Medical Record Department.
4. Permanent filing after completing the aforesaid processing. Filing is according to numbering.
5. The records are retrieved and issued for various purposes such as follow-up, re-admission, clinical Meetings, thesis, research, issue of certificates and other Medical Legal Needs.
6. Control of Medical Stationary received from Controller, Printing & Stationary, Haryana.
7. ESI Patients referred by Medical Officer of ESI dispensary to the department, their documents are forwarded to concerned department by MRO.
8. Produce the record in the courts as and when summoned.
9. Individual concerned i.e. patient and in the event of his/her death to the next of kin on production of evidence are issued copy of MLR/Operation Note/X-ray Report /Bed Head Ticket/History as per record/Copy of treatment /Brought dead record /COD Register etc. are issued only on court orders under the signature of MRO.
10. Police/Civil surgeons/Haryana and other Govt. Organisation are also issued required information free of cost under the signature of MRO.
11. The reports required by insurance Companies are also obtained from Concerned Head of Deptt.
12. The information required under R. T. I from Medical record is also issued by this Deptt.
13. Verification from Medical Record of Name, Address and Income is also done on Marking from the office of the M.S and Death & Birth Registrar, PGIMS, Rohtak as per rule.
14. The Retention Period of Medico-Legal Record is 10 years and for Non-MLC it is Three years.

Sr. No.	Name	Designation	Mobile No.	Extn.
1.	Dr. Sandeep	DMS		2002 2693
2.	Sh. Rakesh Bidlan	MRT		2987

Sr. No.	Name of Employee	Designation & Mobile No.	Work Detail
1.	Sh. Rakesh Bidlan	I	Incharge Medical Record Department & International Classification Diagnostic-10 Non-MLC coding/ RTI/CM Window, Market Committee & LIC
2.	Sh. Harpal		<ul style="list-style-type: none"> ➤ Correction of Income, Correction /Verification in Birth/Death record & complete MLC & death case sheet proper filing / Preparation of Medico Legal Reports. Retrieval of case sheets for academic purpose, thesis purpose, RTI & court cases/LIC / Market Committee & MLC Coding ICD-10. ➤ Receiving of complete MLC & death case sheet & MLC/Death case sheets cut in direct access Census & Master Register ➤ Indexing of all death & MLC case sheets according to (ICD-10) & entry of court register, Doctor loan etc. ➤ Receiving MLC X-ray/CT film & report from Radiology department & maintaining the record.
3.	Sh. Vikram		
4.	Sh. Pawan		
5.	Sh. Subhash		
6.	Smt. Sukesh		
7.	Sh. Ravi		
8.	Sh. Multan		
9.	Sh. Virender		Stationery Section & Auction & Disposable.
10.	Sh. Neeraj		
11.	Sh. Pale Ram	I	Maintaining stock register of consumable items & equipment & machinery, Work related to Permanent filling of all general case sheets, Retrieval of case sheets for academic purpose, thesis purpose, RTI & court cases/LIC / Market Committee and Receiving & keeping MLR register, Brought dead register, P.I. Book & COD register. Office Type Work/ Correction /Verification in Brought Dead record and Receiving complete general case sheets & entry of complete general case sheets in census register & master register
12.	Sh. Prikshit		
13.	Ms. Neelam		
14.	Sh. Anil		
15.	Sh. Rakesh	C	NO Dues, Pending list & Casualty Admission & Discharge Register.
16.	Sh. Amit		All office typing work, Receipt & Dispatch of letter/DAK, Receipt of all summons Maintain & leave register.
17.	Sh. Jaswinder		Preparation of indoor census. Preparing daily census register & maintaining census register. Rece receipt of Non MLC Files from Nursing sisiter of concerned ward and handover to Sh. Pala Ram, MRC.
18.	Sh. Yogender		
19.	Sh. Surender		

Encl No. No.MRD/01/20/

Dated:

3

Copy of the above is forwarded to the following for information and necessary action.

1. State Public Information Officer Pt. B.D. Sharma, PGIMS, Rohtak.
2. PA to Director for kind information of worthy Director, Pt. B.D. Sharma, PGIMS, Rohtak
3. PA to Medical Superintendent for kind information of worthy Medical Superintendent, Pt. B.D. Sharma, PGIMS, Rohtak

DMS/c MRD,
Pt. B.D. Sharma, PGIMS, Rohtak