

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

MRD/3/19/2782

Date: 7/6/19

To

The Prof. I/c IT & Telemedicine,
PT. B.D.SHARMA, PGIMS,ROHTAK.

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

This is in reference to the letter No PGIMS/C-1/19/2393. Dated 11/4/2019 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:-

This letter is issued with the approval of worthy Director ,PGIMS ,Rohtak



DMS I/c

Medical Record Department
Pt. B.D. Sharma, PGIMS,
Rohtak.

CC:-

1. SPIO, PGIMS ,Rohtak
2. P A to Director,PGIMS Rohtak.
3. P A to MS, PGIMS Rohtak.



DMS I/c

Medical Record Department
Pt. B.D. Sharma, PGIMS,
Rohtak.

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

This is in reference to the letter No PGIMS/C-1/19/2393. Dated 11/4/2019 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, five MRC, one OTA ,one OTT, one Clerk & 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. Jitender Jhakar	DMS	8708685039	2435
2.	Sh. Raja Ram	MRT	9992792615	2987

Sr. No.	Name of Employee	Designation & Mobile No.	Work Detail	
1.	Sh. Raja Ram	MRT 9992792615	MLC Section, Market Committee & Incharge Medical Record Department	
2.	Sh. Rakesh Bidlan	MRT 8950789511	International Classification Diagnostic Non-MLC coding/ RTI/CM Window & LIC	
3.	Sh. Virender	MRC 9812400200	<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. ➤ Receiving of complete MLC & death case sheet & MLC/Death case sheets cut in direct access Census & Master Register ➤ Receiving MLC X-ray/CT film & report from Radiology department & maintaining the record. 	
4.	Sh. Subhash	OTT 9466628059		
5.	Sh. Rakesh Kumar	Clerk 9812682572		
6.	Sh. Multan	OTA 9991452131		
7.	Sh. Vikram Gaur	MRC 9588792403		Stationery Section & Auction & Disposable.
8.	Sh. Pale Ram	MRC 967103504		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
9.	Sh. Parikshit	MRC 9467986505	Pending List/No dues & Receipt & Dispatch of letter/DAK, Receipt of all summons Maintain & leave register.	
10	Sh. Yogender	Ward Attendant 9468076166	Preparation of indoor census. Preparing daily census register & maintaining census register.	
11	Sh. Surender	St. Bearer 9255529900		

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

D/S

M.D. 28/5/19.

m/s please

m.d. 28/5/19

Director Pt.

Dr. Jashwan DMS I/c 10/11

Head Census Point no 10/11

3.6.19

Rate

Approved upto point no 9

[Signature]