(G)   Medical Record Department Staff

It was recognized that the MRD forms a pivotal division for hospital services. it is essential footprint not only for NABH But also for medico legal significance.

The medical record division in ESIC hospital and ESI hospitals across India need to be updated, vigorated and put to order as most of the MRTs are promoted from Nursing Orderly.

The institution parting training for MRT is deficient in the government sector. It is, therefore, proposed to recommend to the ESIC HQ that a MRT Training course should be started in one of the medical colleges in ESIC on a regular Basis.

Junior Medical Record Technician -> Senior Medical Record Technician -> Medical Record Officer

Training Schedule for Junior MRT(Promoted from NO to Junior MRT)

Day of training	S. No.	Training Topics	Duration
Day 1	1.	Registration and admission procedures/eligibility/ESB/SST	
	2.	Core medical record knowledge	
	3.	Index numbering	
	4.	Arranging files according to ascending order and SOP of completion of IPD patients	
	5.	ICD Coding	
	6.	Mid-night census	
	7.	Daily census	
	8.	Maintaining records systematically and manually	
	9.	Retrieval of records	
	10.	ICP coding	
Day 2	1.	Statistics and compiling monthly and annual statistics	
	2.	Birth and death registration	

	3.	Communicable and statutory compliance reporting to concerned authorities	
	4.	Public dealing	
	5.	Handling MLC cases and also visit court	
	6.	Retention period of records and Weeding out	
	7.	SOP for completion of all IPD files and MLC reports.	
Day 3	1.	HIS and software/computer training/e-file/MS word/MS excel/e-office	
	2.	Soft skill training	
	3.	BLS/ALS training	
	4.	NABH/Quality indicators	
	5.	Prevention of sexual harassment at workplace	
	6.	CCS rules/leave rules/LTC/medical facility/disciplinary procedure	
	7.	Emergency codes: seven codes	

Training Schedule for Senior MRT(Promoted from Junior MRT to Senior MRT)

Day of training	S. No.	Training Topics	Duration
Day 1	1.	HIS and software/computer training/MS word and MS excel	
	2.	Soft skill training	
	3.	CCS Conduct Rules/leave rules/LTC/Disciplinary Procedure.	
	4.	Prevention of Sexual Harassment at workplace	
Day 2	1.	Retention period of records and weeding out of records	
	2.	SOP for completion of all IPD Files and MLC reports	
	3.	Digitalization of records and files	
	4.	RTI Rules	
	5.	Audit of records/physical verification/indent/stock	

			Training Topics	S. No.	Day of training
			maintenance		
	6.		Handle MLC case and court summons		
Day 3	1.		ICD coding		
	2.		NABH guidelines/Quality indicator		
	3.		ICP coding		
	4.		BLS/ALS training		
	5.		SOP of Medical Record Department		
	6.		Disaster Management		

Training Schedule for Medical Record Officer

Day of training	S. No.	Training Topics	Duration
Day 1	1.	CCS Conduct Rules/leave rules/LTC/Disciplinary Procedure.	
	2.	HIS/Computer training/MS Word/Excel/e-office	
	3.	Soft skill training and Grievance Handling Procedure	
	4.	Prevention of Sexual Harassment at workplace	
	5.	APAR reporting	
Day 2	1.	RTI Rules	
	2.	Audit of records/physical verification	
	3.	Handle MLC case and court summons	
	4.	Indent/stock maintenance	
	5.	Medical Record Transcription	
Day 3	1.	HIS and software/computer training/e-file/MS word/MS excel/e-office	
	2.	Soft skill training	
	3.	BLS/ALS training	
	4.	NABH/Quality indicators	
	5.	Disaster Management	
	6.	Emergency codes(Seven)-Code Red, Blue, Grey, Pink, Black, Orange, Green	
	7.	SOP of Medical Records Department	