



Dr. D. Y. Patil Medical College, Hospital and Research Centre

Pimpri, Pune: 411 018

NABH/NABL Accredited Hospital

Dr. D. Y. Patil Vidyapeeth, Pune

(Deemed to be University)

**(Accredited (3rd Cycle) by NAAC with CGPA of 3.64 on four-point scale at
"A++" Grade)**

(ISO 9001:2015 and 14001:2015 Certified University)

Ref. No.: DYPMC/SS/

/2024

Date:

/05/2024

MEDICAL RECORD COMMITTEE

OBJECTIVE

- To develop policies and procedures relating to the Medical Records department, regularly review those policies and amend them as appropriate and ensure that all staff is aware of the policies and procedures and that appropriate training is provided.
- To develop, implement and regularly monitor standards for the Medical Records department and ensure that compliance with the standards is reported regularly to the committee.
- To oversee, evaluate and monitor medical records documentation.
- To ensure that Health Records audits are implemented on a regular, systematic basis.
- To encourage and monitor the development of multi-disciplinary records in order to support the development and use of the Electronic Health Record.

MEMBERSHIP

- Dean (chairperson)
- CEO Hospital
- Medical Superintendent.
- Director Operations and business Development.
- Deputy General Manager Operations.
- Representative of Medicine and allied.
- Representative of Surgery and allied.
- HOD Community medicine.
- Statistician officer.
- HR Manager
- Medical record officer.(secretary)
- Nursing representative.
- IT Officer.
- Manager Quality.

FREQUENCY OF MEETINGS

- The Committee shall meet 4 times per year and at the call of the Chair.

QUORUM

- 50% of membership

MEETING VENUE

- As decided by the chairperson.

CIRCULATION

- Minutes are circulated to all Committee members and management within a week.

REPORTING RELATIONSHIP

- Management through proper channel.

EVALUATION

- Evaluation to be completed by the next meeting.

This Committee is amended & updated on 20/07/2023


Dr. J. S. Bhawalkar

Dean