

CHAPTER 6

DOCUMENTS HELD BY THE HOSPITAL MEDICAL RECORDS

Department		Registration/Note books	Charges (Rs.)
OPD	A	MALE OPD REGISTER	10
	B	FEMALE OPD REGISTER	10
	C	FOLLOW UP OPD REGISTER	
CASUALTY	A	CASUALTY OPD REGISTER	10
	B	MEDICO LEGAL REGISTER (C.M.O. REGISTER)	
INDOOR ADMISSION	A	INDOOR ADMISSION PAPER	
MORGUE	B	DEATH REGISTER (EXPIRED IN THE HOSPITAL (INDOOR PATIENTS))	
	C	CASUALTY EXPIRED PATIENTS (Note Book)	
	D	OUTSIDE EXPIRED PATIENT SEND TO MORGUE	
	E	BODIES SEND TO OUT OF MUMBAI	
	F	PATIENTS SEND TO SPECIAL INVESTIGATION,C.T.STAN,MRI ETC.	
X-RAY	A	X-RAY REGISTER HC-145	
	B	COLLECTING OF CHARGES (Note Book)	
	C	DISPOSAL OF OLD X-RAYS	
CERTIFICATES	A	INJURY CERTIFICATE 2539.98	150
	B	DISABILITY HC-100	100
	C	OPINION OR FITNESS HC-100	30
	D	LIC / Other Insurance	150

	E	CERTIFICATE BILL	50
	F	UNDER TREATMENT	30
	G	ACCIDENT AS PER INJURY	100
	H	AGE HC 100	30
BIRTH CERTIFICATES	A	DUPLICATE BIRTH REPORT	
	B	CONFINEMENT BOOK	
	C	SENDING ORIGINAL BIRTH CERTIFICATE BOOK TO WARD OFFICE HC 920	
	D	CORRESPONDENCE REGARDING OLD BIRTH REPORT (FILE)	
COURT CASES	A	REGISTER RESIDENTIAL ADDRESSES OF THE DOCTORS WITH THEIR SIGN	
	B	REGISTER - ENTRY OF THE SUMMONS WITH DETAILS	
	C	FILE - CORRESPONDENCE REGARDING COURT CASES	
STATISTICAL WORK ABSTRACT	A	NEW OPD, CASUALTY OPD, NEW INDOOR ADMISSION, INDOOR ATTENDANCE	
	B	FILES OF REPORTS M.Is. REVIEW, DY.CA (KEM) DOG BITE, ZONATIC IMMUNISATION, OPHTHAL, SURGERY OPERATIONS, FORTNIGHT REPORT, STD, MADC, H. CLINIC, MONTHLY BULLETIN, X-RAY, INFECTIVE DISESES, EYE BANK, STATISTICAL REPORTS, AGE, AFP, MATERNAL DEATH, ADMINISTRATIVE REPORT	

