

CHAPTER – 4

(Manual – 3)

RULES, REGULATIONS, INSTRUCTIONS, MANUAL AND
RECORDS, FOR DISCHARGING FUNCTIONS

4.1 List of rules, regulations, instructions, manual and records held by public authority or under its control or used by its employees for discharging functions.

(1)

Name/Title of the document : X-ray Registration for patients.	Type of the document <div>Record</div>
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Brief write-up on the document: X-ray plate registration number is given to the patients.
The doctors can examine the x-rays of the patients by checking the number.

From where one can get a copy of Rules, regulations, instructions, Manuals and records. X-ray Deptt.	Address : V.N.Desai Mun.Gen.Hosp., S'cruz(E) Tel.No. 26183018/26182081/26182083
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Fees charged by the department for a copy of rules ,regulations, instructions, manual and records (if any) : As per MCGM Rules & Regulations.

(2)

Name/Title of the document : ANY COMPLAINT REGARDING NURSING STAFF	Type of the document <div>Record</div>
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Brief write-up on the document : COMPLAINT BOOK

From where one can get a copy of Rules, regulations, instructions, Manuals and records MATRON	Address : V.N.Desai Mun.Gen.Hosp., S'cruz(E) Tel.No. 26183018/26182081/26182083
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Fees charged by the department for a copy of rules ,regulations, instructions, manual and records (if any) : As per MCGM Rules & Regulations.

(3)

Name/Title of the document :
BIO-CHEMISTRY REPORTS

Type of the document

Record

Brief write-up on the document : PATIENTS BLOOD REPORTS

From where one can get a copy of
Rules, regulations, instructions,
Manuals and records
LABORATORY

Address : V.N.Desai Mun.Gen.Hosp., S'cruz(E)
Tel.No. 26183018/26182081/26182083

Fees charged by the department for a copy of rules ,regulations, instructions, manual
and records (if any) : As per MCGM Rules & Regulations.

(4)

Name/Title of the document :
OFFICE RECORDS

Type of the document

Record

Brief write-up on the document : FOR EMPLOYEES AND OTHER MATTERS

From where one can get a copy of
Rules, regulations, instructions,
Manuals and records
A.O.

Address : V.N.Desai Mun.Gen.Hosp., S'cruz(E)
Tel.No. 26183018/26182081/26182083

Fees charged by the department for a copy of rules ,regulations, instructions, manual
and records (if any) : As per MCGM Rules & Regulations.

(5)

Name/Title of the document :
MEDICO LEGAL RECORD

Type of the document

Record

Brief write-up on the document : MEDICO LEGAL REGISTERS

From where one can get a copy of
Rules, regulations, instructions,
Manuals and records
MEDICAL RECORD DEPTT.

Address : V.N.Desai Mun.Gen.Hosp., S'cruz(E)
Tel.No. 26183018/26182081/26182083

Fees charged by the department for a copy of rules, regulations, instructions, manual
and records (if any) : As per MCGM Rules & Regulations.

(6)

Name/Title of the document : INDOOR
CASE PAPERS RECORD

Type of the document

Record

Brief write-up on the document : TREATMENT GIVEN TO INDOOR PATIENTS

From where one can get a copy of
Rules, regulations, instructions,
Manuals and records
MEDICAL RECORD DEPTT.

Address : V.N.Desai Mun.Gen.Hosp., S'cruz(E)
Tel.No. 26183018/26182081/26182083

Fees charged by the department for a copy of rules, regulations, instructions, manual
and records (if any) : As per MCGM Rules & Regulations.

(7)

Name/Title of the document : HP-43
HISTOLOGICAL REPORT

Type of the document

Record

Brief write-up on the document : FOR LABOUR PURPOSE

From where one can get a copy of
Rules, regulations, instructions,
Manuals and records
MEDICAL RECORD DEPTT.

Address : V.N.Desai Mun.Gen.Hosp., S'cruz(E)
Tel.No. 26183018/26182081/26182083

Fees charged by the department for a copy of rules ,regulations, instructions, manual
and records (if any) : As per MCGM Rules & Regulations.

(8)

Name/Title of the document : ECG

Type of the document

Record

Brief write-up on the document : ECG REPORTING

From where one can get a copy of
Rules, regulations, instructions,
Manuals and records
ECG DEPTT.

Address : V.N.Desai Mun.Gen.Hosp., S'cruz(E)
Tel.No. 26183018/26182081/26182083

Fees charged by the department for a copy of rules ,regulations, instructions, manual
and records (if any) : As per MCGM Rules & Regulations.