

Date! 27/04/21

Minutes of meeting on MTP admission process and record keeping as per MTP regulation.

A meeting of all stake holders was convened to discuss the implementation of provisions of MTP regulation 2003 and 2021 in the VMMC & Safdarjung Hospital on 01/04/2021 from 2:30 PM onwards in the meeting room of quality cell.

List of attendees attached.

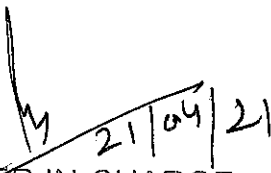
The OIC quality cell welcomed all and initiated discussion. CMO I/C, Family Planning briefed everyone about the provisions of the MTP regulations and their implementation status.


- 1) At present, all outdoor patients attending the hospital get an OPD paper made from the central registration counter through NIC module. In OPD, clinical assessment and decision making is done by the doctors.
- 2) Those women who are planned for MTP are presently being admitted through central admission counter of the hospital through NIC module. Thereafter, details are being entered manually in another admission register maintained within the family planning department. A serial number (called MTP number in accordance with the MTP Act) is allotted to each case from this register.
- 3) Members deliberated the matter in details and it was decided that patient will register in OPD and will report to FP clinic as usual. For those women requiring MTP, admission will be made in the admission register of the FP department itself, which will contain all patient credentials. An admission file will be made and all documents attached to the file thereafter will only contain the Serial Number (MTP number) to identify the woman. No personal information like her name, husband's name, address etc. will be made anywhere in the admission file, including her OPD (MRD) number. This will be done in accordance with the MTP Act which mandates patient confidentiality.
- 4) When patient reaches the ward, nursing officer will make entries in the admission/discharge register of the ward with serial number only. No demographic details will be written in the register.
- 5) All investigations and referral will be done with serial no only.
- 6) The OT register entries will be made with serial no. only.
- 7) The patients discharge will be bearing serial number only. No patients name and other details will be written on the discharge and any other documents.


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- 8) The case sheets of the MTP patients will be kept in the family planning clinic and shall be sent to MRD with serial number and MRD will store them separately and maintain all confidentiality.
- 9) The MRD will not disclose any detail about MTP patients without written consent or authorization from patients.
- 10) MRD section will scan and keep MTP case sheets in a separate folder if possible, with password enable folder.
- 11) The MTP records will be kept for five years as per regulation provisions.

The meeting ended with vote of thanks to chair and members present.


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(Dr. Yamini Sarwal)
CMO, I/C
Family Planning Clinic

Copy to.

1. HOD, OBGY
2. CMO I/C, MRD
3. ONS with request to inform all concerned nursing officers of Family Planning OPD & Maternity Section (OBGY)
4. OIC, Quality Cell
5. P S to MS

Date - 01.04.2021

Time - 2:30 P.m.

Agenda - Meeting on MTP Admissions and record keeping regarding

1. Dr K. C. Tammani

2. Dr Shamsuddin Hassan SMO (Clerks Room)

3. Dr Anjali Dalwal

Anjali
11/4/21

4. Dr Yamini Sarwal CMO

Yamini

5. Mrs Rakha Rani

Rani

6. Satya

Satya

7. Nalini Kulkarni

Nalini

8. Sadhu

Sadhu

9. Mrs P. Bloom

Bloom

10. Dr Sapna Bathu

Bathu
1/4/21

