



VMMC & Safdarjung Hospital,  
Ministry of Health & Family Welfare,  
Government of India, New Delhi.



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Document No.	TITLE		
E/ NABH/ SJH/ Policy/ 18	Policy and procedure for maintaining confidentiality, integrity and security of MRD data.		
Effective Date: 20/07/2020			
Function	Name	Designation	Signature
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Approved By	Dr. Balvinder Singh Arora	Medical Superintendent	

**Distribution:** Quality Cell, Medical Superintendent, MRD.

REVISION SUMMARY		
Version No.	Effective Date	Revision History
1.0	20/07/2020	00

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1. Only authorized MRD personnel are allowed to enter MRD section where records are stored.
2. Records of patient files moving in and out of record room are maintained in the form of an issuing slip. Return of records is by Medical record officer.
3. Any release of information from the medical record is as per the Code of Medical Ethics.
4. MRD takes appropriate measures to prevent any damage/tampering to the medical record occurring due to theft, misplacement, pests, fire etc.
  - 4.1. The MRD is open from 9 am to 4 pm and closed on govt declared holidays. The MRD is locked and keys are deposited in key room of the hospital. The Keys are kept under seal in key room and next day the seals are opened in the presence of Casualty nodal officer on duty.
  - 4.2. The Hospital takes service of the external agency for pest control. There is regular spray of chemicals to prevent the infestation of pest. The rodent trappers are kept at various location of the MRD.
  - 4.3. The CPWD has installed fire extinguisher cylinders in the MRD.
  - 4.4. All the files are scanned and stored as soft copy at two different location of the hospital.
5. The patient's information is maintained at server and external hard drive and appropriate methods to protect such information from viruses / Trojans are adopted.
6. Patient's information stored in electronic media has access only to authorised personnel.

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7. All IPD files are verified at MRD for correctness and completeness of medical record, before it is stored.
8. Hospital releases privileged medical information of any patient if it is required to be disclosed by law (in case of MLC cases to court of law or insurance claim purpose). If such information is required to be disclosed to patient's relatives, it is done only on authorization by the patient.
9. Requests for access to information in the medical record are entertained only on authorization by MS office.

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**TRAINING LOG (Contents, Deviation and Amendment)**

Sr.No	Training Attendee	Date	Signature
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Officer In-charge

VMMC & Safdarjung Hospital, Ministry of Health & Family Welfare, Govt of India, New Delhi.	
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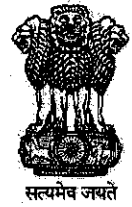
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AMENDMENT SHEET

VMMC & Safdarjung Hospital, New Delhi

Sr No.	Page No.	Clause No.	Date of Amendment	Amendment Made	Reasons	Signature of Officer In-charge	Signature of Medical Superintendent
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