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Abstract

Every single student that doing their degree need to undergo industrial training or known as internship. It takes about 5 months in order to fulfill their 2 year Bachelor of Science (Hons) Record Management course. The session will be done during their 7th semester during their study. Students will be supervised and observe by two supervisor in charge, each from the faculty and the other one is from the organization itself.

As for myself, I did my internship session at Pantai Hospital Ayer Keroh. It is one of the private hospitals. It was officially established in 1986 and moved to its current premises in August 1995. Medical facilities provided by each staff will make sure to deal with patient expectations.

Countless knowledge and practices assigned to me by my supervisor, Puan Suria binti Husin at the Medical Record Department. I learn a lot about the process of disposing the records, filing, tagging and lastly the retrieval of records. Sometimes I got the chance to do the quality assurance report which needs a full concentration to avoid any mistakes from happen. It may be tiring but the experiences have thought me the real situation and steps while handling the records.

Keywords: Retrieval, disposal, internship

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