



**UNIVERSITI TEKNOLOGI MARA (UiTM) NEGERI SEMBILAN
COLLEGE OF COMPUTING, INFORMATICS AND MATHEMATICS
SCHOOL OF INFORMATION SCIENCE STUDIES**

**DIPLOMA IN INFORMATION MANAGEMENT
(CDIM110)**

**INDUSTRIAL TRAINING
(IMD310)**

**MEDICAL RECORD DEPARTMENT
AN-NUR SPECIALIST HOSPITAL, BANDAR BARU BANGI, SELANGOR**

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ABSTRACT

This report was about the details of the project undertaken, tasks or activities that to be given, skills developed, and lessons learned during the industrial training at An-Nur Specialist Hospital, a leading department in medical record department that had within 8 weeks from 22 July 2024 to 12 September 2024. It includes with the introduction of industrial training for diploma in information management, purpose and objective and overview about the organization. The experienced activities offered in industrial training such as packing and sorting inactive patient folders, attending meeting, compressing and entering diagnose and International Classification of Diseases (ICD). From the activities, student gained a lot of knowledge and skills such as organizational skill, active listening techniques and so on. This report also mentioned about responsibility for professional worker, different culture shows and time management in student's personal growth during the industrial training. It concludes with recommendation for future record management based on the insights gained.

Keywords: *industrial training, information management, record management*

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