



**INDUSTRIAL TRAINING REPORT:
(ARA DAMANSARA MEDICAL CENTRE)**

By

YUSHASNIZA BINTI CHE YUSOFF

JIM2467E

**Faculty of Information Management
University of Technology MARA**

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ABSTRACT

The practical student had done an industrial training in Ara Damansara Medical Centre (ADMC), Subang, Selangor for 5 months. The department that had been chose in ADMC is at Medical Records Department. This department is lead by Head of Department of Medical Records Department. All theories which had been learned in university can be implemented in industrial training place. This department is very suitable for records management student especially for those who are interested in medical records. The practicum student was able to know the workflow of the whole unit from the main registration counter until printing and general office. There is a wide range of assignments given to the practicum student to be done and the practicum student success to do it. The task in the medical records department is not only create a new patient folder and sorting patient sheet, it also involves the coding of diseases, digitization and dealing with customer or patient at medical report counter. There are skills that have been developed such as communication skill and technical skill. In this report, it is divided into four chapters starting with Chapter 1- Introduction; Chapter 2 is about Information organization in ADMC and Medical Records Department, Chapter 3 is the activity performed in the Medical Records Department and lastly is Chapter 4 which is the conclusion for the entire industrial training report.

Keyword: Medical Records, patient folder, terminal digit number, digitization

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