



INDUSTRIAL TRAINING REPORT

**MEDICAL RECORD DEPARTMENT
PUTRA SPECIALIST HOSPITAL (MELAKA) SDN BHD
NO 169, JALAN BENDAHARA,
75100 MELAKA**

**BY
RAIHANA BINTI FATHILAH
2012932115**

**FACULTY OF INFORMATION MANAGEMENT
UNIVERSITI TEKNOLOGI MARA
SEGAMAT
JOHOR**

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ABSTRACT

This report presents the trainee activity which it is a compulsory for a degree student to have a practical training to complete their degree. I have chosen my place of industrial training which is at Putra Specialist Hospital (Melaka) Sdn Bhd in Medical Records Department. I have been there for about five months and posted as trainee. My supervisor for two months at the Medical Record Department is Puan Norhayati Makhdom and then she transferred to Human Resource Department so that my supervisor for the rest three months is Mr. Azlan Hashim. During my industrial training this organization provide me with allowance which is RM10.00 per day. Along the industrial training, I have learn a lot of things from the staffs in Medical Record Department, for example they teach me how to in-charge at the front counter, use their Procure system, send folders to clinics or another department and many more records management tasks. In this report also have special project that I have created for this department. I come out with a manual guideline which can help new staffs in the medical records department to have better understanding about the tasks they need to carry out. Overall, there are a lot of information and knowledge can be learn during industrial training.

Keyword: *Industrial training, Manual guideline, Medical Record Staffs, Medical Record Department, Organization, Information, Knowledge*

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Raihana binti Fathilah
2012932115
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Faculty of Information Management
University Teknologi Mara Campus Segamat

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