



INDUSTRIAL TRAINING REPORT

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Abstract

As complete internship period, I would come out with a full report that discussed about all the activities and information that related to the organization and tasks I have done. This report consists of four main chapter which are introduction, organization information, industrial training activities, and conclusion. The first chapter of this report discussed about organization backgrounds, its history, mission, vision, philosophy, motto and objective. I have also included the organizational chart of the organization. After the introduction of the organization, this report discussed about the departmental information in chapter two. In chapter three, there are report about the description of student's role and responsibilities during the internship, including the training activities and al the events and programmed that student involved in. In chapter two also, I reported all the activities and tasks that I have been done during my internship period. In chapter four, I elaborated about the overall conclusion, limitations and recommendation to overcome those issues. Other things also included in this report are, organization chart of the organization and appendices that shows the completion of student's task throughout the industrial training attachment.

Keywords: medical, records, storage, files, patient file, arrangement, management

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