



INDUSTRIAL TRAINING REPORT

MEDICAL RECORD DEPARTMENT
HOSPITAL SUNGAI BULOH,
JALAN HOSPITAL,
47000 SUNGAI BULOH, SELANGOR

PREPARED BY:

NURULAIDA BT. IBERAHIM

(2012185351)

BACHELOR OF SCIENCE (HONS.) RECORDS MANAGEMENT
(IM246)

FACULTY OF INFORMATION MANAGEMENT
UNIVERSITI TEKNOLOGI MARA (UITM)
SEGAMAT, JOHOR

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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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Table of Content

Declaration	i
Abstract	ii
Acknowledgement	iii
Table of content	iv-v
List of Figures.....	vi
List of Tables	vii
List of Appendices	vii
1.0 Chapter 1: Introduction of organization.....	1-4
1.0 Introduction	1
1.1 History of Hospital Sungai Buloh	1
1.2 Vision	2
1.3 Mission	2
1.4 Objectives	2
1.5 Operation Hour	3
1.6 Client Charter	4
1.7 Hospital Sungai Buloh Organizational Chart	4
2.0 Chapter 2: Introduction of department	5-9
2.1 History of Medical Record department	5
2.2 Vision	6
2.3 Mission	6
2.4 Objectives	6
2.5 Client Charter	6
2.6 Main Operation at the department	7
2.7 Department function	8

2.8	Operation Hour	8
2.9	Medical record Department Organizational Chart	9
3.0	Chapter 3: Industrial Training Activities	10- 46
3.0	Introduction	10
3.1	Training Activities	10-32
3.2	Special Project	33-39
3.3	Description of events / programs / projects	40-45
4.0	Chapter 4: Conclusion	46-57
4.0	Introduction	46
4.1	Knowledge Gained	46
4.2	Lesson Learnt	47-50
4.3	Content	51
4.4	Suitability of organization	52
4.5	Limitations and Recommendations	53-56
	Conclusion	57
	References	58
	Appendices	59

CHAPTER 3: INDUSTRIAL TRAINING ACTIVITIES

3.1 Training Activities	15-70
3.2 Special Project	71-72
3.3 Description of Event / Project / Activity	73-89

CHAPTER 4: CONCLUSION

4.1 Application of Knowledge, Skills, and Experience in Undertaking the Task	90-92
4.2 Lesson Learnt	92-96
4.3 Content	96-99
4.4 Suitability of Organization	99-100
4.5 Limitation and Recommendations	100-102
4.6 Conclusion	103

REFERENCES	104
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APPENDICES	
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