



INDUSTRIAL TRAINING REPORT

**MEDICAL RECORD DEPARTMENT
PANTAI HOSPITAL AYER KEROH
NO. 2418-1, KM 8, LEBUHRAYA AYER KEROH
MELAKA**

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02 FEBRUARY 2015 – 30 JUNE 2015

Abstract

All bachelor degree student are required to undergo industrial training for five month as part of their curriculum to complete their 2 year course for the Bachelor of Science (Hons) Record Management. The attachment will be during the 7th semester of their study. During five month period of training, student will be supervised and monitored their training by two supervisor thats from the faculty and one from the organization.

I have complete my industrial training at Pantai Hospital Ayer Keroh situated at Melacca. It is a private hospital, Pantai Hospital Ayer Keroh was established in year 1986 but moved to its current premises in August 1995. The services provided by a dedicated team of healthcare providers and advanced medical facilities will ensure to meet patient expectations as well as conform to the government's call to develop medical tourism in Malaysia.

I have been assigned atMedical Record department. Then, I have been supervised by Madam Suria for this five month. During the whole period of my industrial training, I have learnt so many things and participate with various task that are very interesting and useful for my education, lots of new thing that can be gain from the Pantai Hospital Ayer Keroh, including retrieval of the record, transferring, merging, Quality assurance report, disposal project and etc. It was exciting in undertaking the task that have been given to me because we can implement the skill and experience at other places after finish with the industrial training. Some of the process were repeated daily accept for disposal and transferring the folder where it take certain period to carry out the project.

Keyword: Hospital, Retrieval, Disposal, Medical Records, Transferring.

ACKNOWLEDGEMENT

Alhamdulillah. Thanks to Allah SWT, whom with His willing giving me the opportunity to complete this report. Firstly, I would like to express my deepest thanks to my lecturers, Puan Suhaila bt Osman, Mr Zul-Azmi bin Ishak. The knowledge and support that they gave truly help the progression and smoothness of this industrial training report.

Our special thanks to Pantai Hospital Ayer Keroh for giving me the opportunity to do the industrial training at the organization and especially my supervisor, Madam Suria Binti Husin and all the staff of Medical Records Department for giving such a good cooperation, knowledge and experience to me for complete this industrial training.

Deepest thanks and appreciation to our parents, family friends, and others for their cooperation, encouragement, constructive suggestion and full of support for the report completion, from the beginning till the end.

Last but not least, we also would like to thank to the Faculty of Information Management, University Teknologi Mara Campus Segamat, Johor for all the opportunities that I had experienced and the knowledge that I had learned.

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June 2015
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