



UNIVERSITI TEKNOLOGI MARA

FACULTY OF INFORMATION MANAGEMENT

INDUSTRIAL TRAINING REPORT

MEDICAL RECORDS SERVICES
KPJ SELANGOR SPECIALIST HOSPITAL
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ABSTRACT

A student of Faculty of Information Management under programme Bachelor Degree of Information Science (Honos.) in Records Management were required to undergo five months industrial training in any related industries nationwide as a fulfillment of the course of IMC 690, Industrial Training. The organization chosen to undergo the internship is Medical Records Services of KPJ Selangor Specialist Hospital. This industrial training report describes the organization information, training activities worked, lesson learnt during internship; and limitations and recommendations for enhancing the services of Medical Records Services. During internship in the department, there were 4 main sections switched every month to give a chance for the student to gain as much knowledge through multitasking done in the department. During internship duration, the student was supervised by Encik Mohd Faizal Mohd Ramsi, a lecture from UiTM and Puan Siti Hawa Abu Hassan, a Head of Medical Records in Medical Records Services of KPJ Selangor Specialist Hospital.

Keywords: internship, medical records services, KPJ Selangor Specialist Hospital

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