



UNIVERSITI TEKNOLOGI MARA
FACULTY OF INFORMATION MANAGEMENT

INDUSTRIAL TRAINING REPORT

MEDICAL RECORDS SERVICES
KPJ SELANGOR SPECIALIST HOSPITAL
Lot 1, Jalan Singa 20/1, Seksyen 20, 40300
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ABSTRACT

During the period of five months, starting from February 02, 2015 to June 30, 2015, the student was placed as a trainee in the medical record services in KPJ Selangor Specialist Hospital for industrial training. A student of Faculty of Information Management, course Bachelor Degree of Information Science (Honos.) in Records Management, IM246 to fulfill the requirement of subject Industrial Training, IMC 690. This industrial training describes the management of medical record. . The student learned processing and managing of insurance, medical reports and personal claim of the patient. The student also learned handling inpatient binding and analysis for completeness, timeliness and proper documentations based on audit criteria and assign a numeric code to diagnostic database on ICD 10 and code for procedures. Besides that, responsible for movement of folders, retrieving folder and filing process, outpatient binding, stamping and preparing new folders. Other than that, the student learned managing of active, semi active and non active of record. The student doing report and special project about proposal upgrade the Hospital Information System (HITS) in KPJ Selangor Specialist Hospital. During internship the student supervised by Madam Siti Hawa binti Abu Hassan, Head of Department Medical Record Services and Mr Mohd Faizal bin Mohd Ramsi, a lecturer from faculty of information management.

Keywords: Mediocal record, medical records services, KPJ Selangor Specialist Hospital, industrial training

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