



## **INDUSTRIAL TRAINING REPORT**

### **MEDICAL RECORD DEPARTMENT HOSPITAL SULTAN HAJI AHMAD SHAH TEMERLOH**

Muhammad Faiz Bin Ahmad Murad  
2012938305  
Bachelor of Information Science (Hons.)  
Record Management  
(IM246)  
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Faculty of Information Management  
Universiti Teknologi MARA  
Johor Campus

*Medical Records Department of Hospital Sultan Haji Ahmad Shah function as a center for patient's records to fulfill planning, undertaking ,observation , service and hospital program under Ministry of Health and to fulfill the customers' needs. Moreover, Medical Records Department basically managing medical records of inpatient and outpatient. All medical records in department securely stored and arranged in medical records room. All 23 staffs have different responsibilities to make sure all procedures and guidelines by Ministry of Health clearly achieved. In addition, Medical record departments have three divisions such as management of medical records, statistics and medical report management. Practical student are exposed with the various skills and training like real work situation. Management of medical records includes many procedures such as disposal process, filing, sorting, create barcode label and register in FiSiCien system. Medical report management managing medical report request from applicants apply for insurance claim. Statistic management analysis and generate report every month and provide correct data for hospital. Medical records very confidential and staffs are responsible to keep secure from others people. This department implements both hospital information systems which are FiSiCien system and MalaysianDrg called CaseMix System. Both system are important because contain important information about patient from first admit until discharge process.*

**Keywords**

*Medical Records Department, FiSiCien , Medical Records*

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