



INDUSTRIAL TRAINING REPORT
MEDICAL RECORD DEPARTMENT
HOSPITAL SELAYANG
BATU CAVES, SELANGOR

By:

SITI NUR SARAH BINTI MD SHUHIMI
2012566003

FACULTY OF INFORMATION MANAGEMENT
Universiti Teknologi MARA (UiTM) SEGAMAT

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Abstract

Medical Record: Individual hard copy records of the treatment of admitted and non-admitted clients of Public Hospital and Community Health Services. The records are also commonly referred to as patient records, patient files, patient charts, tourist cards, temporary client cards, radiographic reports and films. They may include clinical notes, forms, reports, notices, charts, correspondence, radiographic reports and films and authorities. The Medical Records in the storage should be reviewed every two years for sentencing of records according to the destruction schedule below, which provides details on which records may be destroyed and what records must be maintained for archiving purposes.

Keyword: *hard copy, patient record, casenotes, system, disposal*

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First and foremost, I'm very grateful to Almighty Allah, for His grace that I have completed this industrial training activities report to fulfill one of the assessments for Industrial Training (IMC 690) subject.

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Last but not least, I would like to thank countless others who have helped and contributed in various ways to enable me to complete this report.

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