



**MEDICAL RECORD SERVICES**  
**KPJ BANDAR MAHARANI SPECIALIST HOSPITAL**  
**73-1, JALAN STADIUM, 84000 MUAR, JOHOR**

**PREPARED BY**  
**NADIRAH MD ISA**  
**2012189453**

**IM 246- BACHELOR OF INFORMATION SCIENCE**  
**(HONS.)RECORDS MANAGEMENT**  
**UNIVERSITI TEKNOLOGI MARA**  
**SEGAMAT, JOHOR**

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## **ABSTRACT**

KPJ Bandar Maharani Specialist Hospital is a 26<sup>th</sup> specialist hospital that built by Johor Corporation. It is literally each hospital have their own medical records department that handle and control all medical records information. Medical records service in KPJ Bandar Maharani have two staffs and two practical staffs. It is still new organization, patients that come register and admit increase day by day. I have suggested to practice my knowledge which is I am manage filing and maintain records stages. In this activity, I have recommend certain filing arrangement, usage of file folder and certain another format documents management. I decided to do this project because it is new healthcare that need begin from first phase. In this report, I also stated certain limitation and recommendation for future action of this organization. Besides that, on chapter 4, I have stated knowledge, skills and lesson learnt that I get from this practical training. Training activities during this practical have been explained to show relation of my tasks and my project. Records management will succeed if life cycle or stages of records management are systematically.

**(Keyword: Filing stages, Maintain, File Folder, skills)**

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Nadirah Md Isa  
2012189453  
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Faculty of information Management  
Universiti Teknologi Mara Campus Segamat

## TABLE OF CONTENT

TITLE	PAGE
<b>1.0 INTRODUCTION</b>	
• Company Background	1
• Vision	2
• Mission	2
• Core Values	3
• The services	3
• Organization Chart of top management	5
<b>2.0 MEDICAL RECORD DEPARTMENT</b>	
• Departmental Structure	6
○ Tasks and Responsibilities	7
• Medical Record Service Background	8
• Quality Objective	8
• Departmental Function	8
• Operation hour	9
• Medical Record Process	9
• Medical Record Storage	16
• Classification of Files	16
• Report by Medical Record Service	17
<b>3.0 INDUSTRIAL TRAINING ACTIVITIES</b>	
• Industrial Training	18
• Objective the Industrial Training	18
• Training Activities	19
<b>3.4 FINAL PROJECT : LIFE CYCLE OF MEDICAL RECORDS MANAGEMENT</b>	25
• Nature of Taks	26
• Filing System	
○ Reason keep manual records	27
○ Usage of "File Folder"	27
○ Temporary Outpatient Folder	31
○ ICU Big Chart Arrangement	32

<ul style="list-style-type: none"> <li>○ Temporary Cabinet for In-progress Documents</li> </ul>	34
<ul style="list-style-type: none"> <li>• Maintain Records</li> </ul>	36
<b>4.0 CONCLUSION</b>	39
<ul style="list-style-type: none"> <li>• APPLICATION OF KNOWLEDGE, SKILL AND EXPERIENCE (KNOWLEDGE GAIN</li> </ul>	39
<ul style="list-style-type: none"> <li>• LESSON LEARNT</li> </ul>	42
<ul style="list-style-type: none"> <li>• CONTENT</li> </ul>	44
<ul style="list-style-type: none"> <li>• SUSTABILITY OF ORGANIZATION</li> </ul>	45
<ul style="list-style-type: none"> <li>• LIMITATION</li> </ul>	46
<ul style="list-style-type: none"> <li>• RECOMMENDATION</li> </ul>	48
<b>REFERENCES</b>	50
<b>APPENDICES</b>	51