



INDUSTRIAL TRAINING REPORT

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

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2ND FEBRUARY 2015 – 30TH JUNE 2015

Abstract

Appraisal process is the steps to identify records which should be retained long term or permanently for legal value. During my practical period, I am required to do the report about appraisal process and disposition process. In this report, I can highlight the challenges for encountered and the solution for the problem that are occurs during the time. In all the medical records process, there must have the appraisal and disposal records. So, this report contains the methods to implement the appraisal and disposition process that can be implement in this hospital. This report to be presented as a proposal for this hospital when they want to implemented in the future. This report also contain all the activities during the practical period.

Keyword: Disposition process, Appraisal process, practical

Acknowledgement

This report is made possible through the help and support from everyone, including my parents, my lecture, my friends, my supervisor and staffs of KPJ Bandar Maharani Specialist Hospital.

First, researchers would like to thank Madam Rohayu Binti Ahmad who is supervisor on IMC 690 for her support and encouragement during my practical time.

Second, I would like to thank Encik Taufik Bin Zulkurnuin in provide valuable advices and guidance. He kindly teach me about process in Medical Record Department Services and offered invaluable detailed advices in my proposal report. Not forgotten, other lecturers who have taught and guide us through the duration in completing this report.

Last but not least, I also would like to thanks to all the staffs in KPJ Bandar Maharani because give the support and help me to complete my practical period successfully.

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