



**UNIVERSITI TEKNOLOGI MARA
FACULTY OF INFORMATION MANAGEMENT**

INDUSTRIAL TRAINING REPORT

**MEDICAL RECORDS DEPARTMENT
DEMC SPECIALIST HOSPITAL SHAH ALAM
NO. 4, JALAN IKHTISAS, SEKSYEN 14
40000 SHAH ALAM, SELANGOR DARUL EHSAN**

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**IM246 – BACHELOR OF INFORMATION SCIENCE (HONS.)
RECORDS MANAGEMENT**

2ND FEBRUARY 2015 – 30TH JUNE 2015

Abstract

This industrial training report addressed about the top management and operations of medical records in Medical Record Department at DEMC Specialist Hospital Shah Alam. It contains all management and operations processes that the hospital does and there are some issues that arise during these industrial training activities. Medical Records Department DEMC Specialist Hospital Shah Alam gave an excellent service to their patients and staff. The purpose of this industrial training is to apply and implement the theory during study course Records Management to the actual environment of works. While doing industrial training, there are lot of new skills and knowledge been learn. Besides that, this industrial training is to make one special activities that can be used in the future for the department. Other than that, while conducting this industrial training, it is also to identify the lacks and issues that occur in the department in order to improve their better services. At the end of this industrial training report, there are some issues and some recommendations that the hospital should give an attention in order to improving their management skills in managing and preserving the medical records, which everyone know that medical records is a very important to kept.

Keyword: *Medical Records Department, DEMC, records, industrial training, knowledge*

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Acknowledgement

Assalamualaikum W.B.T

Firstly, I would like to thanks God because finally I managed to complete these industrial training report in the period of time. I also want to take this opportunity to express my profound gratitude and deep regards to my beloved supervisor guide which is Encik Mohd Faizal bin Mohd Ramsi for course IMC690 Industrial Training for his exemplary guidance, monitoring and constant encouragement throughout the course of this report. The blessing, help and guidance given by him shall carry me a long way in the journey of completing this report. Besides that, I would like to thanks to my friends for their helping to completing my Industrial Training report. They are always being besides me when I need their helps. Other than that, I also want to take this opportunity to express a deep sense of gratitude to Medical Records Department of DEMC Specialist Hospital Shah Alam especially for my supervisor which is the Head of Department Medical Records Department Encik Shahrool Hezri Shawalli and his team for their warm support, valuable information and guidance, time, which helped me in completing this task through various stages. Finally, I would like to thank to my lovely family for their support and encouragement for me to throughout the process of doing these assignments. In addition, thanks also for the financial assistance that have given for me.

Thank you.



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(SITI KHURSYIAH BINTI MOHD YUSOP)

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