BACHELOR IN INFORMTION SCIENE (HONS) RECORDS MANAGEMENT (IMR246)

ACADEMIC WRITING REPORT FOR SYSTEM DEVELOPEMENT (IMC690)

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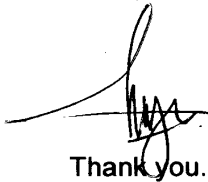
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Thank you.

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ABSTRACT

Medical Records are become essential in order to become an individual records and evidence for future used. The management of the records in an organization needs to be more focused and appropriate, so that the value of the records can be maintained and preserved. Medical records need to follow standard policy in order to standardize the records management system. Therefore, all organization has to cooperate in managing their records by following the policy, act and procedure that have been set. Medical record management need to be store according to appropriate time. The management of medical record is very important so that in the mean time all the record could be retrieve without failure. The awareness in managing record contributes by the staff.