



اَوْنُوْرْسِيْنِي تِيْكُوْلُوْكِ مَبَارَا
UNIVERSITI
TEKNOLOGI
MARA

FACULTY OF INFORMATION MANAGEMENT

INDUSTRIAL TRAINING REPORT

MEDICAL RECORD DEPARTMENT

HOSPITAL PUTRAJAYA

PUSAT PENTADBIRAN KERAJAAN PERSEKUTUAN,

PRESINT 7, 62250, PUTRAJAYA

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ABSTRACT

Hospital Putrajaya Medical Record Department

I have been through 5 months of internship training at the Medical Record Department in Hospital Putrajaya. Along the internship training, it giving me opportunity to improving my knowledge and skills in medical records management, and also improving my communication skills, managed to do the tasks that were assigned to me, improve my teamwork skill and being exposed with the right work ethnics. In addition, exposed myself to real working environment, attending assembly, organized event and also learned on how making decision to any arising problem. The Medical Record Department divided into three units. The units are Medical Record Room Unit, Medical Report Unit and lastly Statistic Unit. Lot of activity I have done in the Medical Record Department such as attending ICD-10 classes, Medical Record Family days, attending meeting, acting as internal audit officer to audit the Medical Record Department, doing the separation process for disposition, went to the disposition factory, sending box and file to PBBR, sorting file at PBBR, make special project and attending and get involved in the event being organized by records department. Last but not least, industrial training can expose students to working environment before them going through the real working life.

Keyword: Medical Record Department, Hospital Putrajaya, Medical Record Room Unit, Medical Report Unit, Statistic Unit, Special Project

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Assalamualaiikum.

First of all, Alhamdulillah.

Praise to Allah SWT because give me this opportunity to finish my internship report. After I went through 5 month of internship at the Medical Record Department in Hospital Putrajaya, finally I can proudly say that I have finished my internship training and can submit my internship report in the time given. At first, I found that it's quite difficult to that given but after the hard work I made, finally I successfully finish it.

I took this opportunity to express my appreciation to the following people for their contribution to my report. Firstly, I would like to thanks to all the Medical Record Department staffs that giving me all the information needed to finish my report. Lots of knowledge I gain from them. Thank also goes to Puan Zanariah Head of Medical Record Department as my supervisor that giving me opportunity to have internship training in the department. She had helped me a lot. Thank for her suggestion on how to make this report. Without her, this report will never be completed. Furthermore, thank to Madam Amirah to take a time to visit me in the Medical Record Department.

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