

भारतीय प्रौद्योगिकी संस्थान गुवाहाटी
INDIAN INSTITUTE OF TECHNOLOGY GUWAHATI

प्रशासन / ADMINISTRATION

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परिपत्र / CIRCULAR
(C-111/06/2017)

It is for general information of all concerned that the Board of Governors of the Institute in its 88th meeting held on 23.03.2017 approved the Policy of 'Medical Record Retention' as enclosed as Annexure-1.



कुलसचिव / REGISTRAR

प्रति / Copy to:

1. Deputy Director
2. All Deans/Assoc. Deans
3. All HODs/ HOSs / HOCs
4. Director's Office /Dy. Director's Office/ Registrar's Office
5. JR (Finance & Accounts): for information and needful, please
6. Intranet
7. Circular file

Annexure-1

MEDICAL RECORDS RETENTION POLICY

Medical records retention policy for IIT Guwahati Hospital has been prepared for facilitating the retention and management of medical records of Institute patients and official records of the Medical Section.

Under this policy, the digitisation of the entire medical records of the Institute Hospital is sought from the Competent Authority of the Institute. The medical records of the patients visiting the IITG Hospital include the patients Hospitalisation records, OPD slips, emergency records, student health cards etc. The official records include files pertaining to Medical reimbursement, medical dependency files, office orders, Hospital equipment purchase etc. The Medical Section therefore proposes a "*MEDICAL RECORDS RETENSION POLICY*" as follows for its clearance from the Records and Archive Management (RAM) Cell.

- (1) Digitisation of all pharmacy OPD invoice slips in form of CDs and same to be retained by the Medical Section for office records starting from last audited year of the Institute. Subsequently, the other OPD slips pertaining to previous audited years will be given to RAM cell for digitisation subject to the condition that the Finance and Accounts Section (F&A) gives its nod to the entire process. This entire process is submitted for clearance for at least of the last 05 audited years.

Or

Otherwise disposal of all pharmacy invoices by *retaining the invoices of the last 05 audited FYs only* and rest disposed by RAM Cell only after getting the requisite permission from F&A Section.

- (2) Regarding the upkeep of all patient hospitalisation records, emergency records, student health cards e.t.c, the records retention is sought in a digitised format. After the digitisation process is over the same may be handed over to IITG Hospital and e-copy of the same to

be retained by the RAM Cell. The records (hard copies) of this nature will be retained *permanently* by the RAM Cell.

- (3) Digitisation of all official records including files related to medical reimbursement of all FYs, medical dependency files, office orders, Hospital equipment purchase etc of the Medical Office. After digitisation of the above mentioned records the same to be handed over to the Medical Section in form of CDs/hard disks and RAM Cell retaining a copy of the same. The process is initially sought for commencement from JAN 2015 to till date and subsequently moving on to previous years.
- (4) Timely suggestions received from the RAM Cell or Government Nodal Agency (*through RAM Cell*) for proper retention of all medical records and its better management for its inclusion under this policy and co-ordination between the RAM cell and the Medical Section is also sought in this regard. Also, suggestion received from Medical User Group (MUG) and Hospital Advisory Board (HoAB) of the Institute received from time to time is sought for inclusion under this policy and its implementation.
- (5) Medical Barcode application is already implemented as part of Office Automation process for prescription generation. The online doctor appointment portal, online pharmacy medicine issue, laboratory test online reports, online medical reimbursement procedure to be taken up in subsequent phases of office automation is under discussion and medical record retention policy requires streamlining the digitisation of all medical records in coordination with the CCC IIT Guwahati. All these records are to be maintained in the *secured* digital server/database and can be accessed by the HOS Medical Section by using an administrator password.