



SANDHYASHI HOSPITAL

(A Unit of Sandhya Health care)

B-48,49 Sector-05, Bawana Industrial Area, Delhi-110039

MEDICAL RECORD Corrective Action Preventive Action (CAPA)

Medical Record

◆ Date of Meeting :- 26/04/2021

S.No.	Designation	Names of the members
1	MS	Dr Vikas Gupta
2	RMO	Dr Naveen Kumar
3	RMO	Dr Naresh Kumar
4	RMO	Dr Sapna
5	MRD Incharge	Manjeet Sharma

TOPIC :

1. Medical Record
2. All Forms

Decision :

For medical records, there were some flaws in it. Medical records are a system. It is a system that was not properly kept in the alignment, it was very important to keep the medical records in an alignment properly so that the future will never give us any medical. If the record is needed, we can get it easily, so it also needs training.

Naveen Kumar
Naresh Kumar
Sapna
Manjeet

SANDHYASHI HOSPITAL
B-48-49 Sector-5,
Bawana Industrial Area, Delhi-39
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MEDICAL RECORD

Name: of Trainer:- Dr. Vikas Gupta

Date of Training : 28/04/2021

Medical Record Training

S NO.	Name	Trainer Sign	Attended by Signature
1	Dr Vikas Gupta		
2	Dr Naveen Kumar		Naveen Kumar
3	Dr Naresh Kumar		Naresh Kumar
4	Dr Sapna		Sapna
5	Manjeet Sharma		manjeet

TRAINING TOPIC :

1. Medical Record

2. All Forms :-

1. PRESCRIPTION (UHID NUMBER)
2. ADMISSION AND DISCHARGE FORM
3. PANCHKARMA CONCERN
4. DISCHARGE SUMMARY
5. VITAL CHART
6. PROGRESS NOTES
7. CHARGE CONCERN FORM
8. COVID FORM
9. ADHAR CARD
10. PAYMENT SLIP
11. FINAL BILL
12. SIGNATURE, DATE, TIME
13. DAILY FEEDBACK FORM
14. SELF MEDICATION CHART
15. PAIN SCORE CHART
16. PATIENT FEEDBACK FORM
17. TEST REQUEST FORM
18. DAILY DIET ASSESSMENT CHART

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MEDICAL RECORD Corrective Action Preventive Action (CAPA)

Medical Record

◆ Date of Meeting :- 06/05/2021

S.No.	Designation	Names of the members
1	MS	Dr Vikas Gupta
2	RMO	Dr Naveen Kumar
3	RMO	Dr Naresh Kumar
4	RMO	Dr Sapna
5	MRD Incharge	Manjeet Sharma

TOPIC :

1. Medical Record *Proper*
2. All Forms *OK*

Decision :

One week after the employees were trained, when we were visited again for medical records. we have found that medical records are now being maintained in a complete systemic manner, silent alignment is being done in an appropriate manner.

*Naresh Kumar
Naresh Kumar
Sapna
Manjeet*

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Patient File Check List

UHID 1165 OPD 117611 Bed No. 06 Date 24/02/21

Patient Name : Manish Grover Age : 47Y Sex : M

DOA : 24/02/21 DOB : 3/3/21

Form List	Yes	No
1. PRESCRIPTION (UHID NUMBER)	✓	
2. ADMISSION AND DISCHARGE FORM	✓	
3. PANCHKARMA CONCERN	✓	
4. DISCHARGE SUMMARY	✓	
5. VITAL CHART	✓	
6. PROGRESS NOTES	✓	
7. CHARGE CONCERN FORM	✓	
8. COVID FORM	✓	
9. ADHAR CARD	✓	
10. PAYMENT SLIP	✓	
11. FINAL BILL	✓	
12. SIGNATURE, DATE, TIME	✓	
13. DAILY FEEDBACK FORM	✓	
14. SELF MEDICATION CHART	✓	
15. PAIN SCORE CHART	✓	
16. PATIENT FEEDBACK FORM	✓	
17. TEST REQUEST FORM	✓	
18. DAILY DIET ASSESSMENT CHART	✓	

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