

Logo	Centre name Address	Doc No	AAPC/CM/08
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Medical Executive Committee			

SUMMARY	This document details the constitution and functioning of the Medical Records Committee at Centre name Panchkarma Centre
DISTRIBUTION	All departments, units and wards of the Hospital through Hospital Manual.


Members

SI	Members of the committee	Names of the committee members
1	Chairperson	Doctor Name
2	MRD In Charge	Doctor Name
3	Assistance	Receptionist Name
4	Hospital Quality Officer	Doctor Name
5	Medical Officers	Doctor Name
6	Accreditation Co-ordinator	Doctor Name

A. ROLES AND RESPONSIBILITIES

1. To review the medical records for adequacy and completeness
2. To determine whether the records meet the required standards for promptness, completeness, and Clinical pertinence
3. To recommend policies regarding content and completion of medical records
4. To decide and develop suitable medical record forms
5. The committee meets every three months

Prepared By	Approved By
Doctor Name	Doctor Name

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B. MEETING AND REPORTING

1. The committee meets monthly.
2. The minutes shall be submitted to the Medical Director for the approval within three days of the meeting.
3. The minutes of the meeting shall be circulated to the members within five days.
4. The committee in any of their meeting shall first discuss the implementation and outcome of the previous meeting with its minutes and then will proceed to the agendas of the present meeting.
5. A copy of the agenda and minutes of every meeting shall be sent to the quality assurance office by the member secretary.

SOP of the Committee

I. Selection of members

Chair person

Secretary (Member)

Members-

Chairperson

- ◆ Secretary - Selected by the chair person, he or she is also a member of the committee
- ◆ Members - Selected by the Chair Person

II. Term of the committee

5 years

III. Agenda

Agendas for the meeting shall be prepared by the secretary in consultation with the chair person and signed by the chair. Then it is sent to all committee members and other experts. The agenda shall be sent to all at least one week before the scheduled meeting.

A meeting shall be called even by an oral / telephone communication in case of an emergency meeting. A justification for the emergency meeting has to be given by the chair in the minutes of that meeting.

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IV. Minutes

Shall be prepared by secretary and sent to the committee. It is signed by the chair and then sent to Medical Director for the approval within three days of the meeting. The minutes shall be sent with the copy of agenda of that meeting.

After the approval of the minutes by the Medical Director which shall be done within 5 days of the meeting, it should be collected back.

The approved minute is circulated to all the committee members and the person concerned for implementation.

V. Role of Secretary (Member Secretary)

- ◆ Prepare the agenda for the next meeting
- ◆ Circulate the agenda approved by the chair person with the date to the members and the concerned persons
- ◆ The minutes of meeting shall be prepared by the secretary
- ◆ Submission for approval of minutes by the Medical Director and then circulating it to member after approval is also done by the secretary
- ◆ To maintain all records (as per list) related to the committee

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VI. Decision Making

A thorough discussion of the agenda shall be done by the committee members and based on their suggestion and recommendations the issue shall be weighed. Also as and when needed any kind of trial study may be performed and based on the outcome of it the committee will decide on that issue.

The decision of the committee will be finally taken by a majority vote and that shall be implemented.

VII. Records to be maintained

List and details of all members The

SOP of the committee

Copy of all agendas, minutes of all meeting

Copy of any other correspondence to the committee members or non members. Copy of any study conducted for the sake of the committee.

VIII. Amendments to the SOP

Amendments shall be submitted to the chair by the members. It may be discussed in the committee meeting. Voting can be taken and then it may be implemented after approval from Medical Director & CAO.

AMENDMENT RECORD

AMENDMENT		DOCUMENT SECTION NO	DETAILS OF AMENDMENT	EDITION STATUS	REV. STATUS
NO	DATE				

Prepared By	Approved By
Doctor Name	Doctor Name