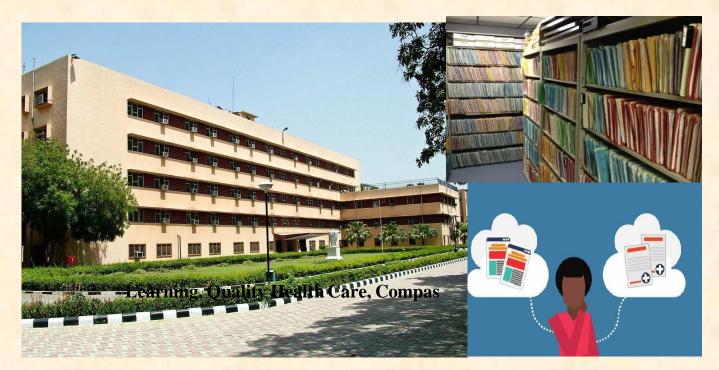# HOLY FAMILY HOSPITAL

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PROSPECTUS

Diploma in Medical Record Technology
(DMRT- 2 Years Course & 6 Months Internship)

Learning, Quality Health Care, Compas

Price: Rs. 500/-

Holy Family Hospital
Okhla Road, New Delhi – 110025

Prospectus for Diploma in Medical Record Technology (DMRT)

Director's Message

Holy Family Hospital is a 345 bedded Multi-specialty charitable Hospital run by **The New Delhi Holy Family Hospital Society** and managed by **Delhi Catholic Archdiocese.** Our vision and endeavor have been and will be to serve humanity continuously at an affordable cost by providing state of the art facilities with the assistance of competent professionals. We at Holy Family Hospital offer a personal touch rather than a commercial touch when it comes to patient care.

**Fr. George P.A.
Director**

Our greatest strength is committed and competent managers, doctors, nurses and technicians. We are proud to have been accredited by the NABH and NABL for maintaining quality services.
We are running a Nursing College as well as Medical Laboratory Technology and X-Ray Technology Schools at present.

We also provide 24 hours Emergency, Blood Bank and Pharmacy Services and place special emphasis on quality control, adhering to effective standard operating procedures.

We have started **"Diploma in Medical Record Technology"** course from the academic year 2020-21 and we are certain that with our vast knowledge and experience for last 6 decades and with large number of patients, we would be able to impart quality training to the students which will be an asset to the Heath Care profession in the future.

Our vision is to raise the bars to define new standards of quality health care for our patients.

**Fr. George P.A.
Director**

HISTORY OF HOLY FAMILY HOSPITAL

In 1920, the President of St. Catherine's Hospital, Rawalpindi noticed that no female patients were coming for treatment. He discovered that the absence of female doctors was mainly responsible for this. Dr. Anna Dengel, a young Austrian doctor was requested to join the hospital.

Dr. Sumit Ray
Medical Director

When Dr. Anna Dengel reached Rawalpindi, she discovered that women were dying of preventable ailments. Cultural taboos and illiteracy prevented them from seeking treatment from male doctors. After four years of struggle, she was convinced that dedicated and committed female medical staff was urgently needed. Therefore she went to the United States of America to seek help.

By 1925, Dr. Anna Dengel was able to gather the support of four pioneers. From this core group grew the Medical Mission Sisters (MMS). Later in 1936, MMS was recognized as a full-fledged religious congregation with an international mission in health care. The Medical Missions Sisters have now expanded to about 800 members working in different parts of the world.

Meanwhile, she returned to Rawalpindi with her core group of 4 sisters and took over the management of the St. Catherine's hospital. Soon, the top management of the Hospital realised dedicated services of Dr. Anna Dengel and her team and handed over the Hospital to the Medical Mission Sisters. She renamed it Holy Family Hospital, the first hospital of the Medical Mission Sisters.

Later, same time in 1950, Rev. Mother Anna Dengel was invited by the then Archbishop of Delhi and Shimla to start a general hospital and nurses training programme in Delhi. In February 1953, New Delhi Holy Family Hospital Society was registered and the hospital was built in 21.5 acres land which was donated by the Bishops and and Rs. 2 lakh as donation by public. The Medical Mission Sisters also contributed and supervised the construction of the hospital. Efforts were made to raise funds by every means they could think of. Every embassy and business organizations were contacted and many of them supported in building of the hospital.

On 3rd October, 1953 after blessings by His Grace Joseph Fernandes, Archbishop of Delhi-Shimla, the foundation stone ascribed with "Dedicated to the greater glory of God and to the cause of suffering humanity" was laid by Dr. Radha Krishnan, the then Vice-President of India in the presence of first Health Minister of India Ms. Raj Kumari Amrit Kaur, Health Minister of Delhi Dr. Sushila Nayar and eminent citizens of Delhi. Holy Family Hospital was opened to the public on 6th January 1956 with 8 beds which has now expanded to 345 beds. It is now a multispeciality hospital rendering GOPD service to 900 patients and private OPD services to 300 patients, emergency services to 200 patients and about 75 admissions per day. It follows holistic approach; it also provides services in Ayurveda and Homeopathy.

Training of health personnel was emphasized upon from the beginning; Therefore Nursing School was started in 1956 which has now become the Holy Family College of Nursing affiliated to the Delhi University. In 1962, Diploma courses in Medical Laboratory Technology and B.Sc. in X-ray Technology were started.

Internship as well as house jobs in Medicine, Surgery, Paediatrics and Obstetrics & Gynecology were recognized by the Medical Council of India and DNB training in these specialties was recognized by the National Board of Examinations in 1996. Efforts are on to start a Medical College under the name of Holy Family Medical College and Hospital.

We are expanding our infrastructure with latest technology like comprehensive oncology service, including Radiation, Oncology, Bone marrow transplant and cutting edge transplant and Neurological facilities for which a super specialty new block is being constructed.

A Community Health Department was set up way back in 1968 which provides free medical care to thousands of slum dwellers in the 12 slums allotted by the government of NCT of Delhi. Free clinics are also conducted in the department and it participates in the health campaigns of the Delhi Govt.

The Medical Mission Sisters handed over this running hospital to Delhi Archdiocese in 1991 and the hospital since then is managed by the Delhi Catholic Archdiocese. Presently Archbishop of Delhi Most Rev. Fr. Anil J. T. Couto is the President of the Society and Fr. George PA is the Director of the Holy Family Hospital, Okhla Road, New Delhi – 110025.

Dr. Sumit Ray
Medical Director

DIPLOMA IN MEDICAL RECORD TECHNOLOGY

Description of Medical Record Technology Course

Diploma in Medical Record Technology course is aimed to train students to become a qualified Medical Record Technician who can play a very important role in ensuring the smooth functioning of a healthcare organization. Medical Record Technicians job maintaining patient's records in hospitals, clinics, nursing homes and doctor's office. A Medical Record Technician's primary role is to compile and maintain patient's records as per healthcare coding standards and keep them updated with proper marketing.

The Medical Record Technology Course conducted by CMAI (Christian Medical Association Of India)

The Medical Record Technology Course is sponsored and organised by the Central Education Board of the CMAI. The CEB (Central Education Board) through its Medical Record Training Sub-committee is responsible for recognizing the training centers, examining the students and issuing diplomas.

Course Duration

Medical Record Technology Course is a 2 years full time course and 6 months internship. The candidate must complete the course and pass all Theory and Practical Examinations within 4 years from the date of commencement of the course.

Eligibility

- **Age: -** The candidate must have completed 17 years of age and must be less than 27 years of age on the date of commencement of the course. Management has all the rights to make relaxation on the age criteria.
- **Educational Qualification: -** The applicant should have passed 10+2 Examination or its equivalent from a recognized University or Board of Education, having also passed in English with a minimum of 50% marks in the aggregate. Candidate who has passed 10+2 with Biology subject will be given preference.

Objectives

The MRT course is designed to prepare the students for a career as medical record technicians. At the end of the course the students are expected to have achieved the following objectives.

1. To have a clear understanding about the functions of medical record technology in providing health information in a hospital.
2. To develop the skills necessary to fulfill these functions by acquiring a basic knowledge of medical terminology, anatomy and physiology, laboratory sciences, hospital statistics etc.
3. To become proficient in developing disease based medical statistics as per ICD Coding (by WHO) with the current standards.
4. To have a basic understanding of the legal aspects of medical records, such as the legal requirements about maintenance and retention of records and release of clinical

information.

5. To develop the expertise in compiling hospital and patient care statistics.
6. To develop an understanding of the functions performed by the other departments in a hospital, which directly or indirectly contribute to patient care.
7. To have a basic understanding about the principles of management and their application in the administration of a medical record department.
8. To promote an appreciation of the ethical principles underlying medical practice in general and the code of ethics of medical record professionals in particular.

The curriculum for the 2-year Medical Record Technology Course will include the following subjects:

I Year

1. Medical Record Science
2. Anatomy, Physiology & Laboratory Sciences General.
3. General & Hospital Statistics
4. Communication Skills in English & Public Relations
5. Viva & Practical

'Medical Terminology' also will be started during the first year even though the examination for the subject will be held only during the second year. The students should become familiar with the origin of medical terms, prefixes, suffixes, roots and the medical terms relating to the body as a whole.

II Year

1. Medical Terminology
2. Coding Of Diseases ICD – 10.
3. Principles of Management and Hospital & Medical Record Administration
4. Computer Applications & MLC
5. (a) A Project: - Comparative study of the functioning of the Medical Record Departments of any 2 hospitals –(b)Viva Voce International Classification of Diseases [ICD – 10]

X. PRACTICALS
Ist Year & 2nd Years

1. Filing & Retrieving of Medical Records
2. Tracking of Missing and misfiled records
3. Assembling Inpatient Records
4. Checking for Deficiencies and Making Deficiency Check List
5. Maintaining Registers
6. Making Statistical Reports
7. Preparation of Birth and Death certificate and report.
8. Outpatient Record generation
9. Reception & Enquiries
10. Registration of Patient
11. Preparation of Statistical Reports
12. Coding to clinical pertinence by reviewing medical records / discharge summaries
13. Indexing [Disease, Operations & physicians]
14. Medical Terminology
15. Sites involved in diseases and procedures

EXAMINATION

FIRST YEAR EXAMINATION

Paper	Subject	Maximum Marks	Minimum Marks for Pass in overall percentage
Paper I	Medical Record Science	100	50
Paper II	General & Hospital [Bio] Statistics	100	50
Paper III	Anatomy & Physiology	100	50
Paper IV	Communication Skills in English	100	**40**
Paper V	Viva & Practical	100	50

SECOND YEAR EXAMINATION

Paper	Subject	Maximum Marks	Minimum Marks for Pass in overall percentage
Paper I	Medical Terminology	100	50
Paper II	Hospital Administration	100	50
Paper III	Computer Applications, Health Information Management & MLC	100	50
Paper IV	ICD Coding	100	**60**
Paper V	Project Review & Viva Voce on ICD	100	50

Internal Assessment – 10% of the total marks for all theory papers.
Minimum marks for pass required in English communication skills – **40% [Forty Percent]**
Minimum marks for pass required in ICD Coding – **60% [Sixty Percent]**

Fee Structure – 2024 - 2025

	Medical Record Technology		
1.	Registration Fee		10000
2.	Tuition Fee		40000
3.	Examination Fee		5000
4.	Library Fee		2500
5.	Uniform Fee		5000
6.	Educational Trip		3000
7.	Study Material		2500
8	Other Activity		5000
9	Total:	(For 2 Years)	73000

XI. OTHER FEES:

1. The students who are provided hostel accommodation (as per availability) have to pay mess charges Rs.2000/- per Month is to be paid in advance by 7th of each month. This amount is subject to change according to the hospital policy. During the period of annual leave, mess money will not charge.

2. Medical Examination fees at the time of admission to be paid separately.

3. Vaccination charges – Hepatitis B and Chicken Pox to be paid separately.

RULES & REGULATIONS

The following rules and regulations are expected strictly adhered by the students. Misconduct in any form may result in strict disciplinary action, including expulsion.

Leave rules
1. All leaves will be sanctioned by the Head of the Department.
2. Annual Leave : 30 days per year at the convenience of department.
3. Festival Leave : 9 days per year. (Non-cumulative).
4. Sick Leave : 10 days per year (Non-cumulative).
5. Time lost in excess of sick leave is made up from the annual leave.
6. Medical Leave can only be granted by the hospital staff physicians and the student is to get this ratified from the Head of the Department/Tutor.
7. Annual Leave: minimum 7 days will be allowed, for below than 7 days other rest of leaves will have to be applied.

Medical Facilities
Free Medical Facilities up to Rs. 10000 /- per year (Non-Cumulative). These Medical Facilities are available for 2 years only.

Dress Code
1. Student should be in uniform during training hours and maintain personal cleanliness and neatness.
2. Students are required to display their Identity Cards issued by the Hospital.
3. Students should not wear any valuable jewelry and other accessories during training hours.

Hostel Accommodation
1. Hostel Accommodation will be provided to out-station students only, if available.
2. Those provided hostel must follow all rules and regulations of the hostel.

Departmental Postings
1. Students should punch their incoming & outgoing biometric attendance daily.
2. Late coming of 3 times in a month will amount to cancellation of half day from the assigned leaves. Further, regularly late coming more than 3 times in a month will be liable to disciplinary action.
3. During the course, the students are expected to perform all work assigned by Head of The Department/Tutor. Further, they are to adhere to their duty timings.
4. Students are not allowed to leave their assigned area of duty without prior permission from the Head of the department/Tutor.
5. Students are not authorized to attest or verify any medical record, and communicate or deliver any information of the patient to anyone particularly outsider.
6. Students are not allowed to take photo of any medical record in their mobile phones.
7. Students will also be assigned on the registration counters.
8. Student cannot deny any work assigned by senior staff.

Schedule & Attendance
Students will be on a rotation schedule for their clinical experience, which covers 8-9 hrs/day, six days/week, including class room lectures and refreshment breaks. They will be on any shift –day, Sunday or evening. Students should have 100% class attendance. Absence from class may be permitted by the Head of The Department/Tutor.

Miscellaneous

1. Students are not allowed to use mobile phone during training hours. Those violating this rule are liable to have their phones confiscated.
2. Students are not allowed to continue any other academic course during their training period in this Hospital. No leave will be permitted for any other course / training.
3. Students are expected to observe universal precautions against communicable diseases.
4. Students are required to complete clearance formalities upon completion or discontinuation of the course.
5. Mark Sheet and Certificates of each candidate will be verified from the respective boards. Any student found having submitted fake mark sheets / certificate shall be expelled from the course at any stage and shall not be entitled for any refund of fee.

Changes / Additions to Rules and Regulations.

These Rules and Regulation may be amended / changed by the Hospital at any time without notice and the students will abide by those amended / changed rules.

APPLICATION PROCEDURES

1. To apply for the course, fill application Form enclosed with this prospectus.
2. **The Application Form can be downloaded from website https://www.hfhdelhi.org/, filled application form should be submitted to Holy Family College of Nursing to the Paramedical Coordinator -Room no. 14 (between 12 Noon to 4pm), during working days.**
3. The Application Form should be supported by duly attested photocopies of all relevant mark sheets and certificates.
4. Candidates are required to affix a recent copy of their passport-size photograph on the Application Form and another copy of the same photograph with their name and Application Form Number written on the back side of the photograph.
5. Mere submission / acceptance of the Application Form or issue of the Call Letter/admit Card for the written test or being called for interview does not imply the candidate is eligible to apply for the course.
6. Incomplete Application or not supported by photocopies of relevant documents will be rejected.
7. Any queries regarding Application Form/Submission contact Paramedical Coordinator **011-44020000, 011-35034000: Ext. 7456**

The following documents must be enclosed with the Application Form :

1. Two recent Passport-size photographs – one is to be affixed on the Application Form in the space provided; the second is to be attached separately giving candidate's name and Application Form number written on the back side.
2. Photocopies of Birth Certificate or class 10th certificate from a recognized Board of examination for proof of age.
3. Photocopies of 10+2 certificate and mark-sheet or equivalent examination from recognized Board of Examination.
4. Any other certificate.

SELECTION PROCEDURE

For the selection, all the candidates will have to go in 3 stages – a written test, interview and medical examination.

Admit Card
In case you do not receive your admit card before the Date of Written Examination, you can contact the Head of the Department/Tutor.

All eligible candidates can appear for the written examination even if they have not received the Admit Card.

Written Examination
All eligible candidates will be allowed to appear in the written examination.

Interview
Only those candidates who pass in written examination will be called for the interview.
All relevant certificates, mark-sheets and documents will be verified in original at the time of interview.
The list of selected candidates will be displayed for the Medical examination on the MRD Notice Board.

Medical Examination

Successful candidates in written test and interview will be required to undergo a medical examination in Holy Family Hospital, Okhla Road, New Delhi. Candidates will have to pay a

nominal amount for the medical examination. Those found to be medically unfit would not be admitted to the course.

Decision of the Selection Committee shall be final.

Admission will be confirmed only after making the complete payment and submitting required documents to the Head of the Department.