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Medical Record Department Checklist

Sr. No.	Objective Element	Requirements	Yes	No
1	IMS.2.a	Does every patient medical record have a unique identifier (UHID) on all pages and electronic entries?		
2	IMS.2.b	Are medical records complete, updated, and maintained in chronological order?		
3	IMS.2.b	Do records include transfer notes, discharge/death summary, and cause of death where applicable?		
4	IMS.2.c	Is every medical record entry signed, named, dated, and timed by authorized personnel?		
5	IMS.2.d	Are medical records reviewed periodically for completeness, timeliness, and legibility with documented corrective actions?		
6	IMS.3.a	Is access to physical medical records restricted to authorized personnel only?		
7	IMS.3.b	Is release of medical information done only with written authorization or as per statutory requirement?		
8	IMS.3.c	Are MRD forms, formats, and policies under document control with only current approved versions in use?		
9	IMS.3.d	Is there written guidance for retention and destruction of medical records as per statutory norms?		
10	IMS.3.a	Are fire safety, pest control, and secure storage measures implemented for physical records?		

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