



## MEDICAL RECORDS DEPARTMENT

### SOP Regarding File/Data Retrieval from MRD

MRD provides data and hospital statistics from time to time. It often gets requests from doctors/staff about various files and data. A SOP is being formulated to streamline the process. Data provided to hospital administration is out of the purview of this SOP.

#### **Data Retrieval Related to Research Projects:**

1. For any data/information/patient files related to research projects, the request for data must be submitted by the project's Principal Investigator. The request can be submitted by email/hard copy in the MRD office.
2. If the research project is any thesis work and the Principal Investigator of the research project is any MD/MS/DM/MCh/PhD/Nursing student, then the request must be forwarded by the concerned faculty guide.
3. If the Principal Investigator is a faculty member of the institute, then the request must be made by the PI himself/herself.
4. It is desirable that the HOD of the Department also forward any project-related request. However, it is not mandatory.
5. All requests must be accompanied by the IEC approval and approval of IRC for starting the project in the institute. If a single piece of data is needed for planning a project/sample size calculation (for example, Incidence/prevalence of any particular condition/disease), IEC/IRC approval is not needed. Otherwise, no request for data will be entertained without these documents.
6. If the request is made for academic purposes for which IRC/IEC approval is not necessary, like a case report/case series, then the request must be made by the treating doctor/clinical unit/department. If the request is made by the non-treating department, the request must be forwarded by the treating clinician/clinical unit/department to foster a healthy research collaboration within the institute.
7. Regarding the request to access patient files, if files are already scanned and a soft copy is available with MRD, that will be sent to PI. In case of a large number of files, PI can access



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those files in MRD himself/herself. He/she can also depute any research staff/student to access those files in MRD for data retrieval. However, if he/she is unable to access those files in MRD/unable to depute any research staff/student, then the soft copy of the files will be provided in a phased manner (Maximum 20 files at a time).

8. In case of a request to access patient files, if the file is not scanned already, the physical file can be accessed in MRD by the PI/research staff or student deputed by PI. However, if PI is unable to come to MRD/deputed anyone to MRD for data retrieval, then physical files can be handed over to the PI with the following conditions-
  - a. For non-MLC files, a maximum of 05 (5) physical files will be handed over to the PI, the files must be returned to MRD in 05(five) working days. If the PI is unable to submit the physical file within the timeline, no further files will be issued to him/her.
  - b. MLC files will only be issued to PI who is a faculty member. In the case of student projects, it will only be issued to the faculty guide. Only a single file will be issued at a time, which should preferably be returned on the same day. If unable to return the file on the same day, it MUST be returned by the next working day.
  - c. An undertaking needs to be signed by the PI/faculty for careful handling of physical files before issuing physical files.

### **Request for data not related to the project:**

1. If any request is made for any data which is not related to any research projects/academic purposes mentioned above, the request must be forwarded by the HOD of the department.
2. If the data doesn't pertain to the requesting department, then it must be forwarded by the Hospital Administration

### **Request for Patient Files Related to Dept. Exam:**

1. If any patient files are needed for the department exam for file audit, the request must be submitted by the HOD/In charge of the Dept.



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2. If a scanned copy of the file is available, then that will be provided. Otherwise photocopy of the files will be provided.
3. If physical files are needed, the files must be returned as soon as possible/maximum within 07 (seven) working days.
4. An undertaking needs to be signed for careful handling of physical files before issuing physical files.

### **Request for Patient Files Related to Attending Court Summons:**

1. To attend court summons, often request for the patient file is made. If the file is already scanned, a soft copy of the file will be provided to the attending doctor.
2. If the file is not scanned, a photocopy of the file will be provided to the attending doctor.
3. If the physical file is necessary, then it will be provided to the attending doctor a maximum of five (05) working days before the summon date. It must be returned to MRD within the next three (03) working days of the summon date.
4. An undertaking needs to be signed by the PI/faculty for careful handling of physical files before issuing physical files.

### **Action In Case of Damage/Misplacement of Patient File:**

1. The death files need to be kept in MRD for 10 (ten) years. The MLC files need to be stored in MRD for an indefinite period/till the matter is solved in court. All other files need to be preserved for 03 (three) years.
2. So, the concerned doctor/staff who is taking physical files should handle them with utmost care.
3. In case of any damage/misplacement/losing the physical files, appropriate action will be taken against the concerned staff/doctor/faculty by the competent authority on a case-to-case basis.



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Ref.No. Dept...../...../

Date .....

To,  
 The Medical Record Officer,  
 Department of Central Medical Records  
 AIIMS Raipur

Subject, Requisition for old Medical Records/IP Case file.

Sir,

With reference to the above-cited subject, I request you to kindly arrange to issue the following old Medical Record(s), required for reference as the patient is re-admitted / research purpose/mortality rate/thesis purpose/Academic Purpose \_\_\_\_\_

The records will be returned to you after completion of my work before dated on \_\_\_\_\_

Sl. No.	Name of the Patient	I.P. No.	D.O.A.	D.O.D.	MLC No. Death No.	NO. OF PAGES / X-RAY OR MRI
1)						
2)						
3)						
4)						
5)						
6)						
7)						

Thanking you,

Yours faithfully,

Name & Signature  
 HOD/In-Charge Department  
 Contact No.

Name & Signature  
 Contact No.



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### Undertaking for Proper Handling of Physical Patient Files

I am taking the following patient files for research purposes/academic purposes.

These are non-MLC/Death/MLC files.

Serial No	Patient Name	CR Number	IP Number	Non MLC/Death/MLC file	Number of pages in the file

I will handle these files very carefully and will return these files by. / /

If I am unable to return these files within / / , no physical files will be issued to me in future.

If any files are damaged/misplaced, I will be held responsible. In that case, no files will be issued to me in future and appropriate action will be taken by the competent authority against me.

Date:.....

Signature.....

Place:.....

Name.....

Designation.....