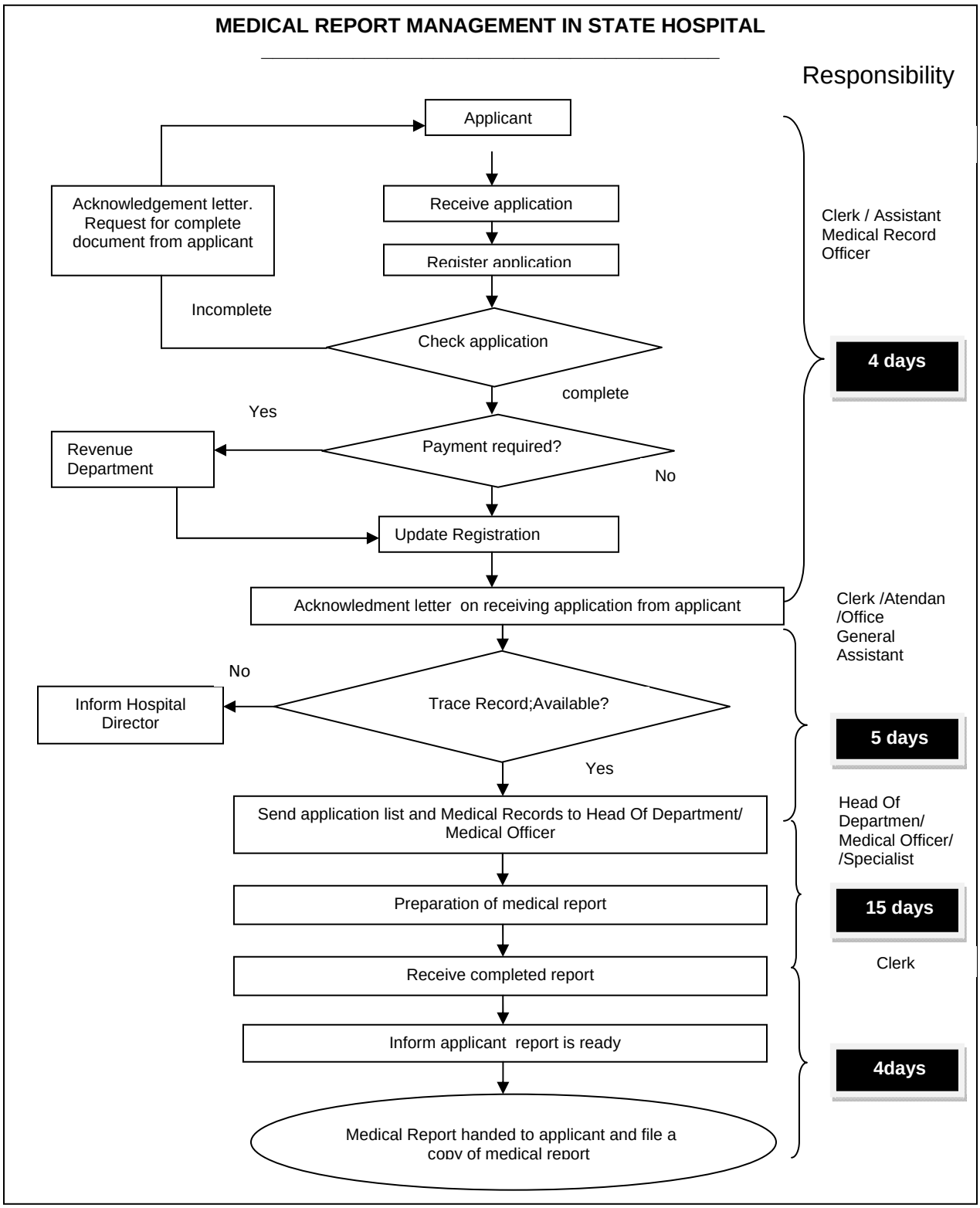
Table 3


MEDICAL REPORT MANAGEMENT IN STATE HOSPITAL
Responsibility
Applicant
Acknowledgement letter. Request for complete document from applicant
Receive application
Register application
Incomplete
Check application
complete
Clerk / Assistant Medical Record Officer
4 days
Yes
Revenue Department
Payment required?
No
Update Registration
Acknowledment letter on receiving application from applicant
Clerk /Atendan /Office General Assistant
No
Inform Hospital Director
Trace Record;Available?
5 days
Yes
Send application list and Medical Records to Head Of Department/ Medical Officer
Head Of Departmen/ Medical Officer/ /Specialist
Preparation of medical report
15 days
Receive completed report
Clerk
Inform applicant report is ready
4days
Medical Report handed to applicant and file a copy of medical report