

POLICY OF MEDICAL RECORD SECTION, JPNATC
INTERNAL

- 1. Transmission of On-Line Death Registration to New Delhi Municipal Corporation (NDMC) -
- within 48 hours of the event.**
- 2. Despatch of hard copy of Death Notification Form to New Delhi Municipal Corporation (N.D.M.C.); after On-Line Transmission and getting duly countersigned by Faculty-In-Charge, MRS/ M.S. JPNATC, -
All forms are dispatched every 15th day (twice in a month).**
- 3. Requests of Faculties, Residents & Other Officers for providing statistical data - At least 2 days**
- 4. Doctors/ other eligible staff request for retrieving of records for research/study purpose in the prescribed Form duly countersigned by concerned faculty In-Charge - min . 04 days after receiving the request.**
- 5. Reply under Right To Information Act - 2005 -
01 week after receiving of request**
- 6. Dispatch of complete insurance claim to the concerned insurance company after completion of whole procedure, to be sent on provided correspondence address - Within 2 days**
- 7. Patients medical record documents fall under privacy and confidentiality clause, thus can't**

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Faculty In Charge
Medical Record Section, JPNATC
New Delhi Municipal Corporation
New Delhi

issue to third party. Therefore, releasing of medical record documents/information copy to patient (self)/Police/Court/legal heir/next of kin.- 04 working days.

- a) A request application for releasing medical record of concerned patient.
- b) Applicants Govt. issued I.D clear cut showing legal relationship with patient/ deceased.
- c) Aadhaar card/Govt.issued I.D proof of patient/Deceased.
- d) Aadhaar card/Govt.issued I.D proof of Legal heir/next of kin.
- e) Show original Hospital Death Slip and a Copy of same.
- f) Hospital Discharge/Death Summary Copy.

[Handwritten Signature]

8/21/21
Faculty In-Charge
Medical Postgraduate
JIPMER, Pondicherry
Dear Death-110023