

INODAYA Hospitals - Kakinada

Documentation code:
INH/IMS.Doc.01

Policy on Hospital Information Management

Prepared date: 05/09/2023

Reference: IMS.1.a-g.NABH Standards – 5th Edition

Issue Date:05/09/2023

Issue no: 02

Review No: 1

Review date: 04/09/2024

1.0 POLICY:

All information pertinent to patient care and hospital administration must be well maintained both electronically and manually.

2.0 PURPOSE:

To maintain the information related to patient care and hospital administration well across the hospital. And the designated staff or individual must manage all the information properly.

3.0 DEFINITIONS:

Hospital Management Information systems is a central repository of digital data relevant to the hospital where in the said data can be queried on request of the end user for providing necessary patient care activities & for management information

4.0 ABBREVIATIONS (IF ANY):

MRD: Medical record Department

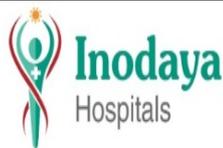
EDP: Electronic data processing

5.0 SCOPE:

Hospital wide

Page 1 of 5

Prepared by: <i>D. Leela Veerababu</i>	Verified by: <i>G. Lakshmi Lavanya</i>	Approved by: <i>[Signature]</i>
Mr. Leela Veerababu.D	Ms. Lakshmi Lavanya	Dr. D. N. S. Prakash
Incharge – IT Dept	Accreditation Coordinator	Medical Director



INODAYA Hospitals - Kakinada

Documentation code:
INH/IMS.Doc.01

Policy on Hospital Information Management

Prepared date: 05/09/2023

Reference: IMS.1.a-g.NABH Standards – 5th Edition

Issue Date:05/09/2023

Issue no: 02

Review No: 1

Review date: 04/09/2024

6.0 RESPONSIBILITY:

MRD Dept, EDP dept, All consultants, All Hospital Staff members & Hospital administration

7.0 DISTRIBUTION:

EDP and Medical Record Department

8.0 PROCESS DETAILS:

8.1 DESCRIPTION OF THE PROCESS:

This information shall be kept in following

1. Electronic - Hospital Management Information System (HMIS) – Computer Department
2. Medical records
3. Registers
4. Files

Following laws that are applicable for information management shall be abided

1. IT act 2000
2. PNDT act
3. Code of Medical Ethics

Page 2 of 5

Prepared by: <i>D. Leela Veerababu</i>	Verified by: <i>G. Lakshmi Lavanya</i>	Approved by: 
Mr. Leela Veerababu.D	Ms. Lakshmi Lavanya	Dr. D.N.S. Prakash
Incharge – IT Dept	Accreditation Coordinator	Medical Director



INODAYA Hospitals - Kakinada

Documentation code:

INH/IMS.Doc.01

Policy on Hospital Information Management

Prepared date: 05/09/2023

Reference: IMS.1.a-g.NABH Standards – 5th Edition

Issue Date:05/09/2023

Issue no: 02

Review No: 1

Review date: 04/09/2024

All information and data that are required to be contributed to external databases shall be maintained and communicated to appropriate authorities. This includes, sending birth and death statistics and Notifiable diseases.

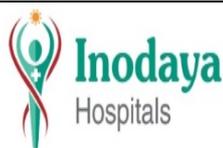
Hospital Administration (Clinical and Non clinical)

Following guidelines shall be followed for effective management of information and data.

- ❖ The Hospital Software shall be able to incorporate, modify, add or delete the existing information in the System (Computer Department)
- ❖ There shall be a provision in the Software to update and retrieve the information as and when the need demands
- ❖ The electronic information shall be stored such that only authorized personnel can gain access to it.
- ❖ The Staff and other hospital personnel in general shall have access to the online information on HMIS after written/confirmed approval from their respective Departmental Heads. (Computer Department)
- ❖ The electronic system shall be subject to change as per the requirements of the personnel if the need arises
- ❖ The information shall be kept appropriately secured by using passwords and online security systems effectively

Page 3 of 5

Prepared by: <i>D. Leela Veerababu</i>	Verified by: <i>G. Lakshmi Lavanya</i>	Approved by: 
Mr. Leela Veerababu.D	Ms. Lakshmi Lavanya	Dr. D.N.S. Prakash
Incharge – IT Dept	Accreditation Coordinator	Medical Director



INODAYA Hospitals - Kakinada

Documentation code:
INH/IMS.Doc.01

Policy on Hospital Information Management

Prepared date: 05/09/2023

Reference: IMS.1.a-g.NABH Standards – 5th Edition

Issue Date:05/09/2023

Issue no: 02

Review No: 1

Review date: 04/09/2024

- ❖ The confidential information (esp., online policy documents, hospital statistics etc) shall be kept under strict security of limited personnel and on limited systems to prevent its misuse.
- ❖ In case of power failure/system failure, there shall be provision of back up such that there is no risk of data loss from the electronic data storage system
- ❖ Special cases, like patients and/or their relatives, third parties shall be allowed to see records (e.g.; medical records) only after a documented procedure has been adhered to
- ❖ In case of breakdown of software system, keeping records in registers shall use manual system. These data shall be updated in software as soon as software starts functioning.(MRD)
- ❖ The departmental head shall mention corrective actions during faulty use by unauthorized personnel and the same shall be documented.

8.2 ACTIVITY AND RESPONSIBILITY

S. No	Activity	Responsibility
1	All the information must be kept appropriately both electronically (HMIS) & manually (Medical records, files)	Medical records & IT - In charges

Page 4 of 5

Prepared by: <i>D. Leela Veerababu</i>	Verified by: <i>G. Lakshmi Lavanya</i>	Approved by: <i>[Signature]</i>
Mr. Leela Veerababu.D	Ms. Lakshmi Lavanya	Dr. D.N.S. Prakash
Incharge – IT Dept	Accreditation Coordinator	Medical Director



INODAYA Hospitals - Kakinada

Documentation code:

INH/IMS.Doc.01

Policy on Hospital Information Management

Prepared date: 05/09/2023

Reference: IMS.1.a-g.NABH Standards – 5th Edition

Issue Date:05/09/2023

Issue no: 02

Review No: 1

Review date: 04/09/2024

2	All the laws that are applicable for information management shall be abided.	IT In-charge
3	All the guide lines for the effective management of information system must be followed.	Hospital administration, HOD's of all departments.

INODAYA hospitals Kakinada information is available through several resources like brochures and leaflets.

Which includes its journey towards NABH accreditation, Milestones, Consultants list, specialties available and services provided.

This website will be updated time to time as and when required.

Page 5 of 5

Prepared by: <i>D. Leela Veerababu</i>	Verified by: <i>G. Lakshmi Lavanya</i>	Approved by: 
Mr. Leela Veerababu.D	Ms. Lakshmi Lavanya	Dr. D.N.S. Prakash
Incharge – IT Dept	Accreditation Coordinator	Medical Director