



INODAYA Hospitals - Kakinada

Documentation code:
INH/IMS.03.

Policy on Management of Data

Prepared date: 11/11/2025

Reference: IMS.2.NABH Standards – 6th Edition

Issue Date: 11/11/2025

Issue no: 01

Review No: 0

Review date: 10/11/2026

1.0 POLICY:

All information and data generated in the hospital shall be kept in the specified formats as in the hospital physically and electronically (HIMS).

2.0 PURPOSE:

The purpose of the policy is to maintain all the documentation related to in-patients and outpatients medical records in accordance with the defined guidelines.

3.0 DEFINITIONS:

Hospital Management & Information system is a repository of data pertaining to the hospital where in the various aspects of patient care – the HIMS repository of our hospital is Software.

4.0 ABBREVIATIONS:

HMIS – Hospital Management & Information systems

5.0 SCOPE:

All patient care areas

6.0 RESPONSIBILITY:

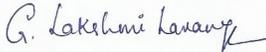
Departmental HOD's, MRD department

7.0 DISTRIBUTION:

Medical Record Department & across the hospital

8.0 PROCESS DETAILS:

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Prepared by: 	Verified by: 	Approved by: 
Mr. Leela Veerababu.D	Dr. M. Gowtham Krishna	Ms. Lakshmi Lavanya
Incharge – IT Dept	Medical director	Chief executive officer



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8.1 DESCRIPTION OF THE PROCESS

Different Departments, as per their role in the Organization, shall incorporate the Hospital data in HMIS software for further use.

There exists a standardized format for effective functioning of departments and for easy maintenance, storage, access and retrieval of data. These formats shall be used across the hospital.

- Different departments shall be given access to required modules and the system shall be secured by assigning individual passwords
- Medical records shall be kept under supervision of authorized personnel like Medical Records Executive/Assistants to ensure security and confidentiality.
- Closed audits are conducted daily to check for effective management of data.
- Policy and procedure documents, if stored electronically shall be subject to security, confidentiality and integrity of information.

8.2 ACTIVITY AND RESPONSIBILITY

S. No	Activity	Responsibility
1	Specified format must be followed for the generation of information related to the hospital.	All the staff of the hospital.
2	Policies and procedures that are electronically saved shall be kept very safely & securely.	IT Dept.
3	Policies and procedures that are physically saved shall be kept very safely & securely.	MRD Dept.
4	A standardized format for easy maintenance,	Hospital wide.

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Prepared by: <i>D. Leela Veerababu</i>	Verified by: <i>[Signature]</i>	Approved by: <i>G. Lakshmi Lavanya</i>
Mr. Leela Veerababu.D	Dr. M. Gowtham Krishna	Ms. Lakshmi Lavanya
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storage, access and retrieval of data must be followed by all the staff.

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Verified by:

[Signature]

Approved by:

G. Lakshmi Lavanya

Mr. Leela Veerababu.D

Dr. M. Gowtham Krishna

Ms. Lakshmi Lavanya

Incharge – IT Dept

Medical director

Chief executive officer