



INODAYA Hospitals - Kakinada

Documentation code:

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Policy on Safety Guarding Data

Issue date: 11/11/2025

Reference: IMS.5. b,c NABH Standards – 6th Edition

Issue No: 01

Prepared date: 11/11/2025

Review Date: 10/11/2026

Review No: 00

1.0 POLICY:

To ensure that the MRD and IT department shall apply various methods and tools to prevent any damage / tampering to the medical records occurring due misplacement, pests, fire or any other factor

2.0 PURPOSE:

It is to ensure the protection of data / records from any damage, tamper or loss.

3.0 DEFINITION:

Nil

4.0 ABBREVIATIONS:

MRD – Medical Records Department

ITD – Information Technology Department

5.0 SCOPE:

This document is applicable to Medical records department and IT department

6.0 RESPONSIBILITY:

MRD department and IT department

7.0 DISTRIBUTION:

MRD department and IT department.

8.0 PROCESS DETAILS:

8.1 DESCRIPTION OF THE PROCESS

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Incharge – IT Dept	Medical director	Chief executive officer

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The MRD and IT dept. shall apply various methods and tools to prevent any damage /tampering to the medical records occurring due misplacement, pests, fire or any other factor.

INSTRUCTIONS:

Safeguarding the data and records in computer software: **Refer document storage and retrieval of data**

Safeguarding the data and records in Medical records:

1. No files will be taken out of department except for the conditions mentioned in the document ‘Response to request for accessing medical records
2. A reminder dummy card is placed in the filing cabinet / entry made in the register whenever medical record is taken out.
3. A retrieval process is in place to take care of files issued.
 - a. A register is filled by the MRD staff which includes the date of issue, person name, purpose as well as the expected date and time of return.
 - b. Telephone call is made to the person on the expected date of return and a request is made to return the file.
 - c. If any extension is to be made, the same is noted down on the same issue register.
 - d. In case the file is still not returned and no extension has been sought, the medical record technician goes to the person to collect the documents.
4. MRD shall be a restricted area
5. Fire extinguishers shall be placed accessible to MRD.
6. The staffs are trained in handling of all types of fire extinguisher.
7. Pest control is done on a predetermined schedule
8. The MLC and death cases records are kept under lock and key.

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8.1 ACTIVITY AND RESPONSIBILITY

S.No	Activity	Responsibility
1	Various methods and tools to prevent any damage /tampering to the medical records occurring due misplacement, pests, fire or any other factor must be followed.	Medical Record Department & IT Department.
2	All the instructions for safeguarding of data both in computer software & medical records must be followed.	Medical Record Department & IT Department.
3	Special care must be taken for storage of Death Cases & Medico Legal Cases.	Medical Record Department & IT Department.

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Policy on improving confidentiality Integrity and security by developing Appropriate technology

- INODAYA hospitals Kakinada had a major culture shift from manual prescription to digital prescription by using software.
- All the OPD patients who ever comes to INODAYA HOSPITALS with appointment will be billed by the OPD billing people and assigns consultant specific nurse.
- Nurse who was assigned will check for vitals and takes preliminary history and enters the data in the software provided.
- DXC software is safe and secure and gives the back up of all the outpatient data which includes past history, past investigations, past consultations.
- Radiological investigations are backed up with PACS software daily.
- 2d echo is backed up in the IT department on weekly basis.
- All the systems in the hospital are secured with antivirus software.

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