**Job Title: Executive MRD**

**Project: MCH Wings**

**Location: Uttar Pradesh**

**Remuneration: Salary will commensurate with experience of the candidate and past salary drawn.**

Key areas of responsibility:

1. To maintain medical records both manual & computerized.
2. To generate to the management the report as an on-going activity and as & when required for medico legal requirements.
3. To maintain privacy & confidentiality of the patient records.
4. To keep the medical records in the safe custody & complete all the time.
5. To make the records available as and when required.
6. To interact & ensure with other locations for procuring necessary records.
7. To check the records for accuracy & completion.
8. To follow up with the Ward operational executive for MR completion on priority.
9. To initiate & monitor documentation as required by the statute.
10. To communicate with the government departments/ officials for medico legal requirement on an on-going need basis.
11. To keep the medical records in the safe custody & complete all the time.
12. To make the records available as and when required.
13. To interact & ensure with other locations for procuring necessary records.
14. To check the records for accuracy & completion within defined time-scales.
15. To file records systematically with the standard indexing practice.
16. To follow up with the Ward Operational executive to ensure the completeness of the records.
17. To initiate & monitor documentation as required by the statute.
18. To communicate with the government departments/ officials for medico legal requirement on an on-going need basis