



सत्यमेव जयते

जवाहरलाल स्नातकोत्तर आयुर्विज्ञान शिक्षा एवं अनुसंधान संस्थान
JAWAHARLAL INSTITUTE OF POST GRADUATE MEDICAL EDUCATION & RESEARCH
(स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार के अधीन राष्ट्रीय महत्व का संस्थान)
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MEDICAL RECORDS DEPARTMENT

No. MRD/IP-S/24/04/2024

Date: 24.04.2024

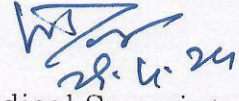
CIRCULAR

Sub: Circular — Retention period of Medical Records –reg.

This is to inform that, the Medical Records Department preserve medical records of patient (OP/IP) in the form of hard/soft copy for various institutional/legal purposes as per :-

1. MLC case including death/AMA OP/IP records – 10 years or till the disposal of on-going cases in any of the court related to these records.
2. Ordinary IP records including – 03 years, however ordinary OP case record is retain by the patient for OPD visit. In case of admission OP case record will be handed over to the patient by the ward in-charge on discharge of the patient. Attended death case OP & IP records will retain with MRD for 03 years.
3. Ordinary AMA case OP/IP records - 03 years.

Further it is informed that softcopy of OP (MLC, AMA & Expired) /all IP will be available with MRD.


24.4.24

The Medical Superintendent
चिकित्सा अधीक्षक / Medical Superintendent
जिपमेर चिकित्सालय / JIPMER Hospital
पुदुच्चेरी / Puducherry-6.

To,

1. All the Heads of the Clinical/Para Clinical/Ancillary departments.
2. Officer-in-Charge of IT Wing to publish in JIPMER website and send email to The Heads of the Clinical/Para Clinical/Ancillary departments.