

Health Information Management (O)				
Orientation Training on Health Information Management for Non-Medical Personnel (One Week) (20 Candidates per batch)	1. RHSTC, Mohali, Punjab (Near Chandigarh)	6-10 Aug, 2018	13 th July, 2018	Whole India (All States / UTs)
		8-12 Oct, 2018	3 rd Sept, 2018	
	2. Field Survey Unit (FSU, CBHI) at Regional Office of Health & FW (RoHFW) / GOI, Bengaluru, Karnataka	16-20 July, 2018	1 st June, 2018	Andhra Pradesh, Karnataka, Kerala, Tamil Nadu, Lakshadweep and Puducherry (6 States / UTs)
		24-28 Sept, 2018	10 th Aug, 2018	
	3. FSU (CBHI) at RoHFW / GOI, Bhopal, Madhya Pradesh	8-12 Oct, 2018	3 rd Sept, 2018	Madhya Pradesh, Chhattisgarh, Maharashtra, Goa, D & N Haveli, Daman & Diu (6 States / UTs)
		26-30 Nov, 2018	18 th Oct, 2018	
	4. FSU (CBHI) at RoHFW / GOI, Bhubaneswar, Odisha	23-27 July, 2018	11 th June, 2018	Odisha, Meghalaya, Manipur, West Bengal, Mizoram, Tripura and A & N Island (7 States / UTs)
		12-16 Nov, 2018	5 th Oct, 2018	
	5. FSU (CBHI) at RoHFW / GOI, Jaipur, Rajasthan	16-20 July, 2018	1 st June, 2018	Rajasthan, Haryana, Chandigarh, Gujarat, J & K and Delhi (6 States / UTs)
		21-25 Jan, 2019	21 st Dec, 2018	
	6. FSU (CBHI) at RoHFW / GOI, Lucknow, Uttar Pradesh	16-20 July, 2018	1 st June, 2018	Uttar Pradesh, Uttarakhand, Himachal Pradesh and Punjab (4 States / UTs)
		11-15 Feb, 2019	11 th Jan, 2019	
	7. FSU (CBHI) at RoHFW / GOI, Patna, Bihar	3-7 Sept, 2018	27 July, 2018	Bihar, Jharkhand, Assam, Arunachal Pradesh, Sikkim & Nagaland (6 States / UTs)
		11-15 March, 2019	1 st Feb, 2019	
Eligibility	Non-Medical Officials of Group – C level working the Central Govt. / State Govt. / Local Govt. bodies / Public Sector Undertaking / Autonomous Govt. Establishments and engaged in preparation, handling & maintenance of medical and health data at PHC / dispensary / CHC / Hospitals / Municipal Corporation / District Medical Health Office / Dte. of Health, Medical & FW Services.			
	Note: Applications of eligible candidates employed on contractual basis in Govt. Establishments and those working in registered non-Government Establishments involved in medical and health field will be considered only against any vacancy after considering the eligible candidates form Government Health / Medical Care Establishments.			

Guidelines

Central Bureau of Health Intelligence (CBHI) conducts In-service orientation training courses regularly for the Officers / Staff of Central / State Government, Public Sector Undertaking working in the health related fields through its various training centers. As you are aware that in order to facilitate the trained manpower development, the CBHI through its Training Centres at Medical Records Department of Safdarjung Hospital, New Delhi, Dr. RML Hospital, New Delhi and JIPMER, Puducherry conducts long duration training for Medical Record Technician (six months) and Medical Record Officer (One year) on regular basis.

Besides these, CBHI also conducts following short duration (one week) training courses through its training centers at RHSTC, Mohali and Six Field Survey Units (FSUs) functioning from Regional Offices for Health and Family Welfare / GOI, Bengaluru, Bhopal, Bhubaneswar, Jaipur, Lucknow and Patna.

- (i) Health Information Management for Non-medical Personnel (one week).

The schedule of these In-service training courses during the financial year 2018-19 at various training centers of CBHI is enclosed as Annexure – I, which also highlights the eligibility criteria for selection of the candidates to these course, dates of training course, batch size and the last date of receipt of duly recommended application(s) in the prescribed format at various training centers covering specific States / UTs. The complete address, Tel / fax & E-mail of all the training centers of CBHI are attached as Annexure – II.

The selected candidates, for these courses, working in the Government establishment (inclusive of Public Sector undertaking) will be paid entitled TA and DA as per provisions of Govt. of India rules and honorarium @ Rs. 200/- for Group 'A' (and equivalent) and @ Rs. 125/- for Group 'B' & 'C' (and equivalent) per working day on which training is attended by the selected candidate. The period of training will be treated as "on duty" for the selected candidates. The local candidates selected for training will not be entitled for any TA and DA but will be entitled for honorarium only as mentioned above.

The candidates from Non-government establishment(s) can also apply for these courses; however, their candidature will be considered subject to the availability of seats after selecting candidates from Govt. establishment. Any such candidates from Non – Government organizations, if selected, for any of these training courses will not be entitled for any TA & DA and honorarium.

The person working / deployed on voluntary basis in any organization will not be considered for any of these mentioned training courses.

It is requested to kindly circulate this training schedule to all the Government, local Govt. Bodies, Public Sector Undertaking, Autonomous Govt. Establishment, District Health Officers, Municipal Corporation, Medical Superintendent of District & Taluka Hospital, Rural Health Establishment such as Primary Health Centre, Community Health Centre, registered Non-Govt. Establishment involved in Medical and health fields in your State / UT & organizations and kindly sponsor only the eligible candidates for the above said training courses.

A copy of the prescribed application form is enclosed at Annexure – III, which may be photocopied / typed in requisite number(s). This application form can also be downloaded from the CBHI website www.cbhidghs.nic.in . The duly recommended application(s) of eligible candidate(s) complete in all respects, please be sent to the relevant / concerned training centre covering your State / UT as per training schedule, positively to reach the training institution before / by the last date of receipt as indicated against each course in the enclosed scheduled. The selected candidates & their sponsoring organizations for the said course will be informed accordingly well before the commencement of the course(s). The selected candidate(s) will be required to report for the concerned training course on time. Any candidate if does not report in the forenoon of the first day of concerned training course, he / she will not be permitted to join the course.

These orientation In-service training courses are very crucial in the direction of improving and strengthening the much needed Health Information System and use of uniform ICD – 10 & ICF Codes for morbidity, mortality, functions, disability & related health aspects in the country, at every level of health / medical care system. Your valuable cooperation is extremely essential for ensuring full utilization of these In-service training facilities in order to improve & strengthen the health information as well as medical record departments in various medical / public health institutions in your State / UT organization in the overall national interest.