

<b>Training Calendar</b>	<b>Medical Record Technician (MRT) Training Course (6 Months)</b>  <b>(20 participants per batch)</b>	<b>1. 1<sup>st</sup> Jan, 2018 to 30<sup>th</sup> June 2018</b>  <b>1. 1<sup>st</sup> Jul, 2018 to 31<sup>st</sup> Dec 2018</b>	<b>1. 15<sup>th</sup> Nov, 2017</b>  <b>2. 28<sup>th</sup> Apr, 2018</b>	Training Courses simultaneously will start at Medical Record Department & Training Centre of <b>Safdarjung Hospital, New Delhi, Dr. RML Hospital, New Delhi and JIPMER, Puducherry.</b>
<b>Eligibility</b>	<p><b>1.1</b> The candidates whose Grade have been upgraded from Group – D to “Multi-Tasking Staff “under group – ‘C’ consequent upon the implementation of 6<sup>th</sup> Central Pay Commission Recommendations are <b>not</b> eligible for MRT/MRO Training Course irrespective of their post and nature of duty. However, 3 years’ experience is required in Patients Health Care record in any Deptt. of Hospital.</p> <p><b>1.2</b> The candidate should be employed as Group – C and above levels preferably as Medical Record Technician/ Medical Record Clerk <b>or</b> other Group – C and above level employee\$ working in Medical Record System and actively involved in Maintenance / Compilation of Medical Records <b>for at least two years</b> at CHC/Taluk/District and above level Hospitals under Central Govt./State Govt./Local Government Bodies/ Public Sector Undertakings/Autonomous Govt. Establishments/ Registered Non-Government Organizations\$\$</p> <p style="text-align: center;"><b>and</b></p> <p><b>1.3</b> The applicant should have <b>successfully completed 10+2 Yrs.</b> (ie. Senior Secondary) Schooling or equivalent from a Govt. Recognized Board/ University.</p> <p>However, the Govt. candidate(s) who is already appointed as MRT or Medical Record Clerk and having the academic qualification of only 10<sup>th</sup> pass, he/she may be considered for MRT training. But it may be specifically noted that undergoing MRT training will not make any such person eligible for MRO course until and unless he/she has qualified 10+2 exam and fulfill other eligibility conditions with regard to MRO training course. <u>Person(s) with higher educational qualifications and more experience will be given preference over the person(s) with lower educational qualification/ less experience.</u></p>			
<b>Guideline</b>	<p>The Central Bureau of Health Intelligence (CBHI) under the aegis of Dte. GHS, M/o Health &amp; Family Welfare, is a National Nodal Institution for the Health Intelligence and for implementation of Family of International Classification of Diseases (ICD &amp; ICF) in the Country. In this context, CBHI conducts following In-service courses through its training centres at Safdarjung Hospital, New Delhi, Dr. RML Hospital, New Delhi and JIPMER, Puducherry.</p> <p>a) One year course for Medical Record Officers (MRO). The course includes 6 months in-class training at Centres and 6 months project work at their place of posting.</p> <p>2. The persons (in-service/contractual) from Central/State governments, PSUs, Local Govt. Bodies, Autonomous Govt. establishments and Non-Government Medical establishments may apply for the above MRO/MRT courses subject to the eligibility criteria given at Annexure I. The schedule of training calendar for the year 2018 along with eligibility criteria, batch size and last date of accepting applications is given at <b>Annexure-I</b> and the prescribed application form at <b>Annexure-II</b>. These can also be <b>downloaded</b> from the CBHI website <a href="http://www.cbhidghs.nic.in">www.cbhidghs.nic.in</a>.</p> <p>3. The selected outstation candidates from Central/State governments, PSUs, Local Govt. Bodies and Autonomous Govt. Establishments will be paid entitled Daily Allowance as per Government of India Rules for the entire period (maximum six months) of their respective training w.e.f. the date joining. <b>The period of training will be treated as on duty.</b> Further, eligibility of TA/DA for the selected MRO/MRT candidates for during the period of training, standing instructions regarding joining time, attendance, examination and pass marks etc., is</p>			

given at **Annexure-III**.

4. In order to seek maximum responses for the aforesaid training programmes, it is requested to widely circulate this training schedule among all the Government, Local Govt. Bodies, Public Sector Undertakings, Autonomous Govt. Establishments and to registered Non-Govt. Medical Establishments involved in medical care in your State/UT.

5. The duly recommended application(s) of eligible candidates(s) may **please be sent to Director, CBHI, Dte. GHS, Room No. 404, A-Wing, Nirman Bhawan, New Delhi-110108** so as **to reach on or before the last date of receipt** of application as indicated against each course in the enclosed schedule. The selected candidates & their sponsoring organizations for the said course will be informed accordingly well before the commencement of the course(s) and **they have** to report at the allotted training centre within stipulated Date & Time.

6. Your **valuable cooperation** is extremely essential for ensuring full utilization of these training courses in order to improve & strengthen the Medical Record Department in various Medical/Public Health Institutions in your State/UT in the overall national interest.

\*The functionaries already appointed for other technical expertise like Nursing/ Physio/ Laboratory & Vocational Therapies/Radiography/MPHW & Supervisor (M/F)/ Pharmacist etc. may be considered to undergo MRO training course subject to the condition that he/she has been working in Medical Record Deptt./Unit of a hospital for a minimum of at least three years and also MRT Trained and attach certificate from the sponsoring authority to the effect that his/her present post is included into the feeder category to the promotion to the post(s) of Medical Record Technician/ Assistant Medical Record Officer/Medical Record Officer and after MRO training his/her services will be utilized in Medical Record Deptt./Unit only.

\*\*Applications of candidates from registered Non-Govt. Medical establishments (**more than 30 Bedded**)/contractual in Govt. hosp./institution involved in medical and health fields will be considered only against any vacancy existing after considering the eligible candidates from Govt. establishments indicated above.

\$The functionaries already trained for other technical expertise like Nursing/ Laboratory/ Physio & Vocational Therapies/Radiography /MPHW & Supervisor M/F)/ Pharmacist etc. **may be considered to undergo MRT training course subject to the condition that he/she has been working in Medical Record Deptt./Unit of a hospital for a minimum of at least two years and attach a certificate from the sponsoring authority to the effect that his /her present post is included into the feeder category to the promotion to the post(s) of Medical Record Technician/ Assistant Medical Record Officer/Medical Record Officer and after MRT training his/her services will be utilized in Medical Record Deptt./Unit only.**

\$\$Applications of candidates from registered Non-Govt. Medical Establishments (**more than 30 Bedded**)/contractual in Govt. Hosp./Institutions actively involved in maintenance of Medical Records will be considered **only against** any vacancy existing after considering the eligible candidates from Govt. establishments indicated above.