

# **Jawaharlal Institute of Postgraduate Medical Education and Research, Puducherry**

## **1. ABOUT ESTABLISHMENT AND HISTORY OF TRAINING CENTRE:**

JIPMER which includes a tertiary care referral hospital is an Institution of National Importance (an autonomous body) under the Ministry of Health and Family Welfare, Government of India. Three main functions of this institute are:

- To impart quality education in Under-graduate and Post-graduate medical and paramedical courses;
- To set trends in medical research and
- To offer patient care of high order.

Jawaharlal Institute of Postgraduate Medical Education and Research originated as École de Médecine de Pondichéry established by the French Government in the year 1823. This medical school was converted into Dhanvantri Medical College at the time of de facto transfer of Pondicherry to Government of India. This Medical College was later upgraded into Jawaharlal Institute of Postgraduate Medical Education and Research (JIPMER).

JIPMER is well known for its undergraduate and postgraduate medical courses and its alumni have excelled in different disciplines all over the world. It has excellent health care facilities and most of the patients treated here belong to low socioeconomic group. JIPMER also promotes research in all its various medical disciplines.

In JIPMER Hospital Medical Records Department has been introduced since the inception i.e. on 3rd April, 1966. This Medical Records Department is a Centralized System for preserving the Medical Records of Out-patient as well as In-Patient.

Medical Record is clinical, scientific, administrative and medico-legal document relating to the patient care, which contains lot of information in sequence of events to justify the diagnosis, warrant the treatment and end result. The information generated from medical records is a key tool for planning and formulation of health programmes and their evaluation for bringing further improvement of health of the society in any country.

For development of medical records and process of information contained therein, trained personnel are essentially required in the health institutions i.e., hospitals. Such trained Medical Record Technicians and Medical Record Officers are required to handle the records of in-patient and out-patients of the hospitals efficiently in a scientific manner and generate the morbidity and mortality data therefrom.

Apart from the hospital related Medical Record Departmental Services, this department is conducting the training courses since 1980, such as one year duration of Medical Record Officer Course & six month duration of Medical Record Technician Course. The Certificates of Diploma for the above courses are issued by the CBHI, DGHS under the Ministry of Health and Family Welfare, Govt. of India, New Delhi.

The Central Bureau of Health Intelligence (CBHI) being the Intelligence Wing of Directorate General of Health Services (Dte.GHS), Ministry of Health & Family Welfare, Govt. of India, through its Medical Record Division and Training Centre located at JIPMER, Puducherry, Safdarjung Hospital, New Delhi, conducts one year training for Medical Records Officer and six months training course for Medical Record Technicians.

## **SELECTION PROCEDURE:**

Applications to the courses will be invited by the CBHI, Dte.GHS, New Delhi. The selection committee will select the candidates purely on merit and eligibility criteria with due regard to geographical representation. The Head of Department of Medical Record of the centres may be associated as members with the selection committee. The candidates will be

allotted to the training centres taking into view, the choice of the candidates. Advance applications will not be entertained. The Selection of Candidates for the training courses is done by the CBHI, New Delhi. The candidates are admitting to these courses on deputation basis.

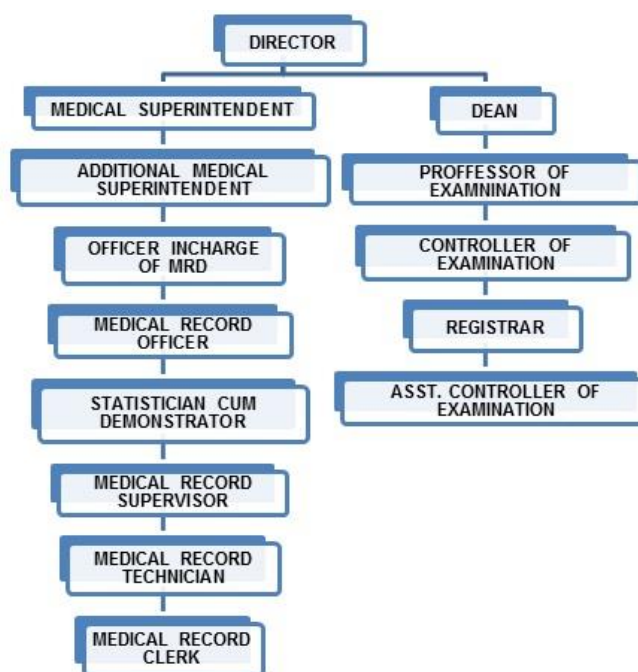
#### DISCIPLINE:

Rules of discipline as laid down by the training centre/institute should be observed strictly. Any candidate violating the discipline will run the risk of termination of his/her candidature from the course.

#### SYLLABUS:

The syllabus which was being used for conducting the MRO / MRT courses through its training centres was designed by CBHI.

## 2. ORGANOGRAM



## 3. Contact information of MRD JIPMER, Puducherry:

S. No.	Name	Designation	Email ID	Contact No.
1.	Dr. Rakesh Aggarwal	Director	director@jipmer.edu.in	0413-2272901
2.	Prof. Pankaj Kundra	Dean Academic	dean@jipmer.edu.in	0413-2298555, 2912111
3.	Dr. Ashok Shankar Badhe	Medical Superintendent	ashok.b@jipmer.edu.in	0413-2296502
4.	Dr. Anita Rustagi	Addl. Medical Superintendent	rustagianita@gmail.com	0413-2296503
5.	Dr. R. Kanagarethinam	Officer in charge of MRD	drkanagarethinam@gmail.com	0413-2298051

#### 4. Faculty of the Centre:

The following staff members are engaged to conduct the classes for the theory and practical:-

S. No.	Name	Designation
1.	Mrs. Chandra Anbazhagan	Statistician cum Demonstrator
2.	Mr. A. Lakshmanan	Statistician cum Demonstrator
3.	Mrs. Indoumady. M	Medical Records Supervisor
4.	Mr. Sivagourunadin	Medical Records Supervisor
5.	Mr. Ravichandiran. G	Medical Records Supervisor
6.	Mr. Manoharan	Medical Records Supervisor
7.	Mr. Mouthoukrishnaswamy. N	Medical Records Supervisor
8.	Mr. R. Moorthy	Medical Records Supervisor
9.	Mrs.Socammalle @Manimegalai	Medical Records Technician
10.	Mr. S. Murugaiyan	Medical Records Technician

**Note:** 1. For M.R.O. Trainees, the Medical Terminology classes will taken by the concern department Head in addition to the departmental staffs.

2. Notification of CBHI Training schedule sent to State level DME & DMS office including private colleges of Pondicherry and Tamilnadu through e-mail and by post.

#### 5. Number of Trainees Trained

Number of Trainees Trained since 1980		
S. No	Name of the course	No of candidate underwent till 2019
1.	M.R.O	115
2.	M.R.T	541
3.	B.M.R.SC	74

#### 6. Contact us:

The Addl. Medical Superintendent,  
Department of Medical Records & Training Centre,  
JIPMER Hospital, Puducherry – 605 006.  
**e-mail id:** mrd@jipmer.edu.in  
Phone Number: 0413-2296503  
: 0413-2298051

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