

**Most Urgent:-**

RNo:- 14(3)/NABH/2023

Dated: 22/08/2023

O/o The Dean

Government Medical College Hospital  
Thiruvallur

**CIRCULAR**

Sub: NABH Preparatory activities – Formation of various Committees – Orders issued-  
Regarding

Ref: 1.Proceeding of the Project Director Tamil Nadu Health System Reform Program

Ref No:0185/TNHSRP/Quality/2021 Dated:21.04.2023

2.R.No.41561/H&D/3/2019 Dates:18/04/2023 Of DME ,Chennai -10

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In the above references cited, it has been stated that our Government Medical College Hospital, Thiruvallur is selected for NABH Accreditation, Hence our Government Medical College Hospital has to start the Preparatory activities and identification of gap Analysis, so various are formed with the following members as per NABH norms So that our HOD of all departments and all staffs of GMCH Thiruvallur are requested to co-operate with the committee members for getting NABH Certification works.

**Medical Records Committee:**

S.L. No	Name of the committee members	Committee Members	Designation
1.	Dr.Thilakavathi	Dean	Chair Person
2.	Dr.Anbalagan	Medical Superintendent	Convenor
3.	Dr,Raj kumar	RMO / Safety Officer	Member
4.	Dr. Jayachandran	HMIS Nodal Officer	Member
5.	Mr. Thirunavukkarasu	Medical Records Officer	Member Secretary
6.	Mrs. Leeme Margret Reeta	Nursing Superintendent	Member
7.	Mrs. Barani	Data Staff Nurse	Member

**Roles and Responsibilities:**

- To improving the quality of data of the patient. Easy reference of patient data in one place.
- Improve the quality of completing the Data of the patient
- Co-ordinate all the data of the patient in one report.  
To standardized the case record

**Meetings scheduling:** The committee members will meet once in every three months or as and when required

*N. D. Talwar*

**DEAN  
GMCH Thiruvallur**

**To,**

1. All Departments HODs / All Individuals

**Copy To:-**

1. Medical Superintendent – GMCH Thiruvallur
2. Resident Medical Officer – GMCH Thiruvallur