



**SHRI SATHYA SAI MEDICAL COLLEGE AND RESEARCH INSTITUTE**  
**Ammappettai, Nellikuppam Post, Kancheepuram District – 603108.**

Ref No: 38/Med Suptd./2019

Date: 07.05.2019

**CIRCULAR**

Pursuant to the decision taken in the HODs meeting held on 24.04.2019, the Medical Audit committee (for month) is constituted as follows and the meeting will be held on last Wednesday of every month at 1.30pm at Hospital IV floor, Seminar Hall.

- Ex –officio : Chairman :Dean
- President : Medical Superintendent

**Members:**

- Professor /Associate Professor of General Medicine and Allied Departments
- Professor/Associate Professor of General Surgery and Allied Departments
- Professor/Associate Professor of Orthopedics and Allied Departments
- Professor/Associate Professor of Pediatrics & General Surgery and Allied Departments
- Professor/Associate Professor of OBG.

**Procedure:**

1. The Committee members will be nominated by the Dean/Medical Superintendent on or before 5<sup>th</sup> of every month with the faculty for the above 5 departments not below the cadre of Associate Professor.
2. The Medical Record Officer will hand over the following category of case sheets to the member concerned on or before 8<sup>th</sup> of every month.
  - a. Death.
  - b. Discharged Against Medical Advice.
  - c. Discharged as Referral.
3. MRO will enclose a foolscap paper on the front page of each case sheet in which the member shall mentioned his/her comments, queries, Observation, suggestion etc., and additional sheets may also be used if necessary.
4. Member may point out any kind of deficiencies in the case sheet like name in capital letters, date, time, death summary, improper prescription, nursing notes, filling up the front page of the case sheets, consent forms and what not?
5. The member should return the case sheets to the Medical Record officer on before 15<sup>th</sup> of the month.
6. On receipt of the case sheets with committee members' remarks, MRO will inform the unit /treating doctor /Discharge signed doctor/as the case may be.

7. The Medical Officer concerned /the unit may visit the Medical Record Office, to peruse/go through the comments/remarks and offer their reply in a separate foolscap paper and to enclose with the case sheet.
8. The Dean/Medical Superintendent too entitled to offer their Comments/remarks which shall also to be replied by the Responded Medical officer concerned.
9. On the day of Medical Audit Meeting, the Medical Record Officer should keep the case sheets department wise for discussion.
- 10.No power point presentation is required.
- 11.The meeting will be chaired by the Dean/Medical Superintendent and the committee member of each discipline will also occupy the chair and read out their notice.
- 12.No PG will be permitted to answer or discuss in the meeting unless they are called/directed by their unit chief . However, they are permitted to attend the meeting and watch the proceeding.
13. Members attending the meeting except Post Graduate students can take active part in discussion and they do can raise queries and share their knowledge or experience.
14. All staff of clinical departments and para clinical shall attend the meeting with their department Post graduate students.
15. Interns are not permitted to attend the Medical audit meeting.

*[Signature]*  
**Medical Superintendent**  
 May 08/19

**To:**

- HODs of pre, para, clinical and spatiality departments with a request to circulate among all Faculty, Residents and Post graduate.
- Medical record officer – with a request to circulate among all staff under his control.

**Copy submitted to :**

- Respected Chairman (Mail)
- Respected Chairperson (Mail)
- Director(Mail)

**Copy to:**

- Dean (Mail) – for information
- Vice Principals – for information
- Deputy Medical Superintendent – for information
- NAAC – Coordinator – for information
- IQAC – Coordinator – for information
- Nursing Superintendent – for information
- Notice Boards – Hospital, college, Library.

*[Signature]*  
**Medical Superintendent**  
 May 08 19