



GOVT. OF NCT OF DELHI  
OFFICE OF THE MEDICAL SUPERINTENDENT  
**SANJAY GANDHI MEMORIAL HOSPITAL**  
MANGOL PURI, DELHI-110083

**Medical Record Committee:**

S.No.	Name of Officer/Official	Designation	Role
1	Dr. Meenakshi Mehra	MOI/c MRD	Chairperson
2	Dr. Lakhwinder	Second link to MOI/C MRD	Member secretary
3	Dr. Rohit kumar	Link to MOI/C MRD	Member
4	Medical record officer	M.R.O	Member
5	HOD Medicine	HOD Medicine	Member
6	HOD Ortho	HOD Ortho	Member
7	HOD Obst& Gyn	HOD Obst& Gyn	Member
8	HOD Surgery	HOD Surgery	Member
9	HOD Peads	HOD Peads	Member
10	Statistical Assisstant(MRD)	Statistical Assisstant(MRD)	Member

**Responsibility:**

- To maintain standard, guidelines and policies for Medical record maintenance.
- To conduct regular analysis of medical record content to ensure that the recorded clinical information is sufficient for the purpose of providing and evaluating patient care and retrieval of data for management information.
- Evaluate medical record keeping quality, content, format, accuracy, staff compliance with documentation policies.
- Implementation of Right to Information.

**Frequency of meeting:** Quarterly /as and when required

Dr. Sumita Saha  
Deputy Medical Superintendent (A)

**F.32(5)/2018-19/SGMH/Quality Cell/ Committee Constitution**

Date: 13/02/2024

Copy to:

1. All committees chairperson
2. PS to MS

10361-10362

Dr. Sumita Saha  
Deputy Medical Superintendent (A)