

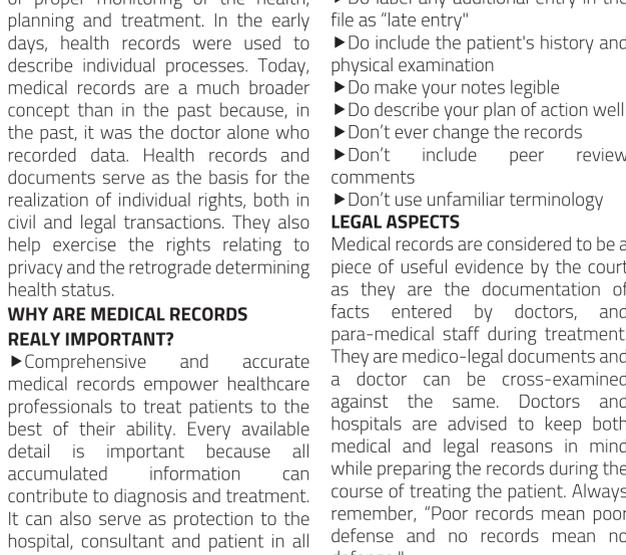
## Editor's Note

We are excited to bring forth this year's 3<sup>rd</sup> edition of the FOCUS newsletter, the July 2022 issue. The Silver Jubilee celebrations continued with the Department of Nursing, General Ophthalmology, Human Resources, Medical Records, and Department of Insurance holding various activities. The All India Ophthalmological Society Conference, conducted in June 2022, saw a good representation from our Institute, and we congratulate Dr Neena R. for winning the prestigious Prem Prakash Award! The graduation ceremony for the passing out batch of Susruta School of Optometry, was held on 19 May 2022, and we are proud of all the students for doing well!

We celebrated the 5th anniversary of Swarnam Eye Bank and the Edappally Branch of the Institute recently. The informative article in this edition about medical records will be useful for everyone since it emphasizes all the relevant points we need to keep in mind daily as we work. We hope you enjoy this edition as much as we enjoyed compiling it!

- Dr Vanashree M. Nair

## IMPORTANCE OF HEALTH RECORDS (MEDICAL RECORDS): MEDICAL AND LEGAL



A Medical Record is a written compendium of information about a patient. Consistent recording by doctors, nurses and other staff is proof of proper monitoring of the health, planning and treatment. In the early days, health records were used to describe individual processes. Today, medical records are a much broader concept than in the past because, in the past, it was the doctor alone who recorded data. Health records and documents serve as the basis for the realization of individual rights, both in civil and legal transactions. They also help exercise the rights relating to privacy and the retrograde determining health status.

### WHY ARE MEDICAL RECORDS REALLY IMPORTANT?

► Comprehensive and accurate medical records empower healthcare professionals to treat patients to the best of their ability. Every available detail is important because all accumulated information can contribute to diagnosis and treatment. It can also serve as protection to the hospital, consultant and patient in all legal aspects. The documentation of the care given to the patients, during their stay in the hospital, is an essential part of providing that care. The tool used for this documentation is the patient's medical records. The medical record is considered complete when all the information is present and authenticated by the appropriate care providers. Excellence in medical documentation creates excellence in medical care. Proper documentation serves the following purpose:

- Communication with other care providers
- Continuity of patient care
- Evaluation of patient care
- Medico legal purpose
- Statistical purpose
- Research and education purpose

### DO'S AND DONT'S OF MEDICAL DOCUMENTATION

- Do time and date your entries in the records
- Do label any additional entry in the file as "late entry"
- Do include the patient's history and physical examination
- Do make your notes legible
- Do describe your plan of action well
- Don't ever change the records
- Don't include peer review comments
- Don't use unfamiliar terminology

### LEGAL ASPECTS

Medical records are considered to be a piece of useful evidence by the court as they are the documentation of facts entered by doctors, and para-medical staff during treatment. They are medico-legal documents and a doctor can be cross-examined against the same. Doctors and hospitals are advised to keep both medical and legal reasons in mind while preparing the records during the course of treating the patient. Always remember, "Poor records mean poor defense and no records mean no defense."

### CONCLUSION

Medical records are considered complete only when all the required information is present and authenticated by the appropriate care providers. The information must include documentation of all final diagnoses and complications, recorded without the use of symbols and abbreviations. Inadequate documentation in any area of the medical record can diminish the utility of defending the care provided. It is generally assumed that "if it wasn't documented, it wasn't done."

- Ms Liya Nidhin  
Assistant Manager - Medical Records



### April 2022 – Eye checkup organized by Dept of Human Resources, Dept of MRD and Dept of IT

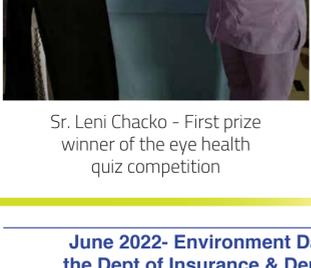


The Dept of Human Resources conducted eye checkups for all staff members in April



Training for Zero deficiency medical records, conducted by Dept of Medical Records

### May 2022- Awareness session organized by Dept of Nursing



Dr Giridhar A. inaugurated the National Nurses Day activities on 06/05/2022



Br. Nithin M. Kumar led the awareness session for patients about infection control on 04/05/2022



Eye health of children – Awareness session by Dr Neena R. held on 09/05/2022



Sr. Leni Chacko - First prize winner of the eye health quiz competition

Sr. Sheena Jayan- First prize winner of the poster designing competition

### June 2022- Environment Day Programme organized by the Dept of Insurance & Dept of General Ophthalmology



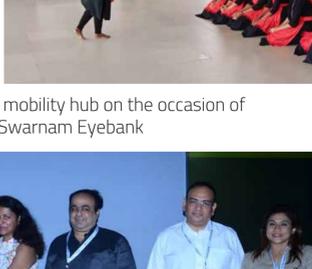
Mr. Akhileswaran K. S. handed over the first sapling to a child as part of the World Environment Day programme



The organizing team



Dr Neena R. won the prestigious Prem Prakash award for the best paper presented in the Pediatric Ophthalmology & Strabismus sessions at the All-India Ophthalmological Society Annual Conference 2022



Dr Jiz Santhosh won the First Prize in the Image and Video competition organized by the Vitreo Retinal Society-India in May 2022.



Street play conducted at Vytila mobility hub on the occasion of 5<sup>th</sup> Anniversary of Swarnam Eyebank



Dr Vanashree M. Nair won the best video award in the session for complicated cases at IIRSI 2022 Conference held at Chennai on 9 & 10 July



5<sup>th</sup> Anniversary Day celebrations of Edappally centre on 12/07/2022



Ms Siya Aman of Susruta School of Optometry and Visual Sciences secured the 3<sup>rd</sup> Rank in BSc Optometry



Dr Vanashree M. Nair hosted cultural events at the All India Ophthalmological Society Annual Conference 2022



Susruta School of Optometry and Visual Sciences organized the Graduation Ceremony on 19 May at IMA House, Cochin

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