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23/08/18

Government Medical College & Hospital, Chandigarh
Hospital Administration - II

Minutes of meeting held under the Chairmanship of the Director Principal, GMCH, Chandigarh, at 12.00 noon on 09.08.2018 for uploading and updating the lab reports.

The following members attended the meeting:

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| 1. Prof. Jagdish Chander, HOD Microbiology | Member |
| 2. Prof. Jasbinder Kaur, HOD Biochemistry | Member |
| 3. Prof. Ravneet Kaur, HOD, Blood Transfusion Medicine | Member |
| 4. Prof. Uma Handa, HOD, Pathology | Member |
| 5. Mr. Manoj Vohra, System Analyst, IT Centre | Member |


The issue regarding uploading and updating the lab report was discussed at length and the following decisions were taken. This meeting was in reference to the earlier meeting held by Prof. Dasari Harish on 22.03.2018 to look into the suggestion of an elderly patient requesting for timely availability of lab reports on the website.

1. Director Principal desired that the lab reports should be accessible easily so that patients visiting the hospital should not have difficulty in getting the reports in time.
2. HOD Transfusion Medicine informed that their Department conducts three investigation i.e. a) Blood Group, b) DAT, c) IAT. As of now, the reports are not being uploaded on the website due to non-availability of reporting format. Mr Manoj Vohra, System Analyst was asked to provide the format of reporting to the HOD Transfusion Medicine within 24 hours so that HOD can upload the lab reports. [action taken by Manoj Vohra and HOD, TM)
- ✓ 3. It was also decided that the Data Entry Operators posted in each department will be under the direct control of the HOD concerned and their leave will be sanctioned by the HOD and for reliever HOD can consult the System Analyst.
4. HOD Biochemistry raised the issue that the Indoor reports of Biochemistry are not being entered in the computer. There is no computerized record of the same and they are maintaining hard copy for the same. On this issue System Analyst informed the committee that Barcode printers are being purchased for the same and it will be available shortly. HOD Biochemistry further informed the committee that emergency reports are being uploaded immediately. [action taken by Manoj Vohra and HOD Biochemistry]
5. The Chairman asked the System Analyst about the measures taken by GMCH for making the patient aware that their reports are available online on website of GMCH. The Chairman instructed the System Analyst to take appropriate measures so that the patients are aware that their lab reports will be available online on the GMCH website. [action taken by by Manoj Vohra]
6. HOD Biochemistry raised the issue that due to increase in time for collecting blood samples, it is difficult to send the reports within 2 days as decided earlier and it is taking 3-4 days. HOD Biochemistry informed the Chairman that they are writing the reports manually and then the data entry operator enters the same in the computer. On this, System Analyst informed the Chairman that they are purchasing new software for the same which is under process and it will be available by the end of this month and it will be made functional in September

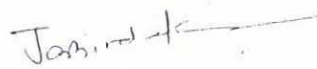
2018. The software will read the reports directly from the machine and one can take a printed report directly. [by Manoj Vohra]

7. HOD Biochemistry informed the Chairman that she has sent a requirement of 8-9 computers for the faculty. HOD Pathology also has sent a requirement of 15 computers for faculty. The Chairman instructed the System Analyst to provide the computers to the departments from the place where computers are not being used. [by Manoj Vohra]
8. HOD Biochemistry, Pathology and Microbiology informed the Chairman that they are maintaining the register for keeping the record of the reports. The System Analyst informed the committee that the IT centre is purchasing software for keeping the online record of the patients' data so the department is not required to maintain a register or hardcopy of the same which takes lot of space. Also, system analyst will discuss with HOD/ IT to destroy the old registers as per the hospital policy. [by Manoj Vohra]
9. Vacutainer is required by the all the 3 departments for the collection of blood samples for indoor and emergency patients. HODs informed the Chairman that Vacutainer available on GEM are not of good quality and it is costlier also as compared to the one in the market. DP informed that there is no choice as per the policy of Govt. It was decided that HOD/ Biochemistry will estimate the quantity of vacutainer for all the departments and send the requirement to MS [HOD/ Biochemistry]
10. HOD Transfusion Medicine informed the Chairman that during their MCI inspection, one of the MCI Inspector pointed out that the name of collection centre in OPD should be Blood Sample collection Centre instead of Blood Collection Centre. [action by Dr Sudhir Garg, Chairman Signage Committee]

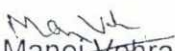
The meeting ended with a vote of thanks to the Chair.

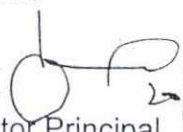

Dr. Rajneet Kaur
Member


Dr. Uma Handa
Member


Dr. Jasbinder Kaur
Member


Dr. Jagdish Chander
Member


Mr. Manoj Vohra
Member


2/8/18
Director Principal,
GMCH-32,
Chandigarh

GOVERNMENT MEDICAL COLLEGE & HOSPITAL SECTOR-32, CHANDIGARH

HOSPITAL ADMINISTRATION BRANCH-II

Endst.No.GMCH-HA-II-EA3 (53)/2018/ 31569-77 Dated:- **31 AUG 2018**

A copy of minutes of meeting held under the chairmanship of Director principal on 09.08.2018 for uploading and updating the lab reports is forwarded to the following for information and necessary action.

1. Prof. Sudhir Garg, Chairman HOD IT Centre and Chairman Signage committee, GMCH-32, Chandigarh.
2. The HOD Microbiology, GMCH-32, Chandigarh.
3. The HOD, Biochemistry GMCH-32, Chandigarh.
4. The HOD Transfusion Medicine, GMCH-32, Chandigarh.
5. The HOD Pathology, GMCH-32, Chandigarh.
6. Sh. Manoj Vohra, System Analyst, GMCH-32, Chandigarh.
7. The Store Officer, GMCH-32, Chandigarh.
8. PS to DP for kind information of DP please.
9. PA to ADA/MS for kind information of ADA/MS please.

for

Heena
Office Superintendent (HA-II)
Director principal *Sh*

