

## MRD Procedures for various certificates

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### Procedures for getting various types of medical certificates from this hospital :

P-1. Medical Certificate for various purposes.

P-2. Discharge Summaries / Medical Certificates for Medico Legal Purposes.

P-3. Birth and Death Certificates.

P-4. Filling of LIC or other Insurance agencies claim forms i.e. Certificate of Hospital treatment ( for Discharged cases and Medical Attendants Certificates ( for Death Cases ).

P-5. Verification of Bills for Outpatient and Inpatient cases

P-6. Disability Certificate:

For personal enquiries regarding issue of all above certificates may contact the Diary Desk Window, of office of **Medical Record Department(MRD)** of this hospital, on any working day between 11.00 A.M. to 1.00 P.M. or may enquire on telephone at **26707253** from the diarist of this Department.

P-1. Medical Certificate for various purposes.

The persons requiring any types of medical certificates should submit their application with the purpose of medical certificate and photocopy of their treatment papers for issue of medical certificates in the diary section of this hospital. After completion of the medical certificate it will be sent by post to the applicants or they may receive it from the diary desk of this Dept.

**P-2. Procedures for getting Discharge Summaries/ treatment summaries/ Medical Certificates for Medico Legal Purposes:**

In **Medico Legal cases** such information is provided either to the police authorities or to the Court of Law. As such it is requested to route the application either through the concerned police authorities or through the concerned court of Law. Then after completion, the requisite documents will be sent to the concerned police authorities or the court of law as the case may be and copy of forwarding letter will be sent to the applicant for information to contact the concerned office for getting the requisite documents.

**P-3. Procedures for getting Birth and Death Certificates.**

For getting the Birth and Death Certificates for the births and deaths occurred in this hospital, within one year of birth/death the certificate may be obtained from the office of Sub Registrar Births and Deaths, Sarojini Nagar, New Delhi and after one year from their head office at MandirMarg New Delhi.

If any correction is required in the spelling of names it may be done through this Department after submitting an application ID proof of applicant and patient with an affidavit of first class magistrate for the requisite corrections in the Birth and Death Certificates.

**P-4. Procedures for getting filled - LIC or other Insurance agencies claim forms** i.e. Certificate of Hospital treatment ( for Discharged cases ) and Medical Attendants Certificates ( for Death Cases ).

For such cases the applicants are requested to route their request through concerned insurance company i.e. a letter from concerned insurance office is required that this patient was insured by them and the requisite insurance form are to be filled by the attending physician of this hospital, mentioning therein complete particulars of the patients.

In death cases only, a fee of Rupees eight is required to be deposited in the accounts section of this hospital with above letter. A letter may be addresses to the "Medical Superintendent" if it is to be sent by post a bank draft for rupees eight may attached with it.

Then it will be processed by the Medical Record Department of t his hospital and after completion, the said forms will be sent directly to the concerned insurance company by post and a copy of forwarding letter will be sent to the applicant for information for further follow up from them.

**P-5. Procedures for getting** - Verification of Bills for Outpatient and Inpatient cases

The essentiality certificate and verification of bills for O.P.D. patients can be got done directly from the attending physician in concerned OPD this hospital.

The essentiality certificate and verification of bills for Admitted patients can be got done through the Medical Record Department of this hospital by submitting an application in this Department with photocopy of discharge slip, Essentiality Certificate ( E.C.) if the list of medicine is more than the space available in E.C. make separate list of medicine and just mention on E.C. list enclosed for Rupees ( mention the total amount ) after completion it may collected by hand or it will be sent by post.

#### **P-6. Procedures for getting**

##### **Disability Certificate:**

**(a) Physically Handicapped Certificate ( Rehabilitation Department)**

**(b) Mentally Retarded ( Psychiatry Department )**

**(c) Blindness certificates ( Eye Department )**

**(d) Deaf and Dumb ( E.N.T. Department )**

**(e) Multiple Disability Board.**

a ) Physically Handicapped Certificate ( Rehabilitation Department) : For getting the physically handicapped certificate from this hospital one has to attend this hospital at least twice :The first time he has to attend the Rehab Department of this hospital on any working day during OPD hours for his prior assessment along with his all treatment papers, if he has, or if required necessary examination / investigation will be done and then they are issued disability certificate from the said Dept. on every Friday. They have to submit two passport size photograph and photocopy of one resident proof with the application form available in Rehab Dept..

( b ) , ( c ) , ( d ) ( e ) : As regard issue of Disability Certificate from Psychiatry, Eye and E.N.T. Dept. of this hospital, one has to attend the concerned OPD and then submit ( 1 ) his application with ( 2 ) the photocopy of his treatment papers of concerned Dept. of this hospital and ( 3 ) two passport size photographs in this Dept. through the Central Diary section of this hospital then the requisite certificate will be issued as in case of other medical Certificates mentioned at P-1 above