Hospital Policy & Procedures Manual
(Internal Draft Version)

1. Information Management System (IMS)

The hospital maintains patient records in physical and electronic format. Patient information is treated confidentially. Access to electronic medical records is provided to relevant staff members through login credentials.

Medical records are stored in the records room and on the hospital system. Data is protected using basic password systems.

2. Continuous Quality Improvement (CQI)

The hospital monitors certain quality indicators such as OPD waiting time and patient complaints. Data is reviewed periodically by the department head.

Monitoring results may be discussed during meetings.

3. Human Resource Management (HRM)

The hospital maintains employee records for all staff members. These include qualification documents, appointment letters, and leave records.

Training programs are conducted from time to time depending on need.

4. General Administrative Notes

The hospital strives to maintain high standards of care and administrative efficiency. Policies are subject to periodic review.