

	<p style="text-align: center;">होम्योपैथी चिकित्सा आंकलन और रेटिंग बोर्ड (Medical Assessment and Rating Board for Homoeopathy) राष्ट्रीय होम्योपैथी आयोग National Commission for Homoeopathy Jawahar Lal Nehru Bhartiya Chikitsa Avum Homoeopathy Anusandhan Bhavan No.61-65, Institutional Area, Opp. 'D' Block, Janakpuri, New Delhi-110 058</p>	<p>Phone: (Direct) 011-28520188 Email: marbh.nch@gmail.com Website: www.nch.org.in</p> 
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F.No.6-4/MARBH/NCH/2023-24 / 1042

Date :

08 MAY 2023

To,

✓ The Principal
All Homoeopathic Medical Colleges

Sub :- Essential Information and Guidelines to be followed in OPD and IPD management – regarding

Sir,

It has been noticed that many of the Homoeopathic Medical Institutions under the regulatory control of the National Commission for Homoeopathy are gathering insufficient information of the patients and registered as patient's primary details. Following observations need to be followed prospectively from the date of receipt of this communication, to facilitate genuine recording of patient information.

It is mandatory that full legal name, age, sex, contact phone number and complete postal address shall be included as primary information of patients while attending the OPD/IPD of the Hospital. The same may be made available in Central OPD register and the case records.

All information about the attendance of patients in the Collegiate Hospital are learning materials for the students, apart from the medical document of the patient. All the case records of the OPD and IPD shall be written with diagnosis of the disease as per the ICD criteria. The diagnosis shall be made as per ICD 11 criteria and recorded with the relevant codes and the faculties and guides shall confirm the diagnosis. The faculties and OPD attending doctors shall be provided with the approved text on ICD 11 criteria to cross verify before writing the final diagnosis of the disease condition on the case records. The case records with out relevant primary details and diagnosis will not be considered for enumeration as registered patients. If diagnosis is found to be doubtful in any case, the OPD attending doctor can write the provisional diagnosis, and final diagnosis shall be written by the OPD attending doctor/ faculty after studying the case.

It is highly desirable that Hospital Management System software should be used, to get easy access of patients data and such records of patients in soft and hard copy be maintained at least for 10 years. All cases attended in the OPD and IPD shall be made available in the Medical Records Room and One Officer not below the rank of Associate Professor should be made In Charge of the Medical Records Room.

Colleges are required to follow standard guidelines in recording and documentation of the information of patients attended by them in the OPD and IPD. Acute and Chronic diseases attended by each doctor should be documented as per the guidelines specified in the "Handbook on Homoeopathy Case Taking to Prescribing" published by Central Council for Research in Homoeopathy available at CCRH Hqrs on a payment of Rs.390/- plus postage.

No certificate of illness or fitness shall be issued without proper record and all certificates issued to any patient including staff by the consulting doctor. The same shall be recorded in a register and the Copy of the Certificate shall be kept in the concerned file for future reference.

You are requested to strictly adhere with the above-mentioned directions for proper recording and maintenance of patient information in the Collegiate Hospital.

Yours faithfully,



8/5/23

(Dr. K. R. Janardanan Nair)
President, Medical Assessment and Rating Board

Copy to :

1. Chairperson, National Commission for Homoeopathy, 61-65, Institutional Area, Opp. 'D' Block, Janakpuri, New Delhi-110 058.
2. President, Homeopathic Education Board, National Commission for Homoeopathy, 61-65, Institutional Area, Opp. 'D' Block, Janakpuri, New Delhi-110 058.
3. Secretary, National Commission for Homoeopathy, 61-65, Institutional Area, Opp. 'D' Block, Janakpuri, New Delhi-110 058.
4. Director General, Central Council for Research in Homoeopathy, 61-65, Institutional Area, Opp. 'D' Block, Janakpuri, New Delhi-110 058.