

## Research Paper

## Medical Science



## A Study of Medical Records Department Narayana Medical College & Hospital with a Special Reference to Quantitative And Qualitative Analysis of Medical Records

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### ABSTRACT

*The identification of an improper or in complete Medical Record is an important function of the medical record personnel. This is done through quantitative and qualitative analysis of the retrospective case sheets. These tools help to identify the deficits of each case sheet and bring it to the knowledge of the proper person per correction in the same case sheet or per avoiding such errors in the future. Only when a case sheet is complete, it can serve the purpose for which it was intended. Clear cut guidelines need to be established for the performance of analysis by medical record personnel as well as treating staff per the evaluation of a meaningful and complete medical record.*

**Keywords :** Quantitative analysis, Qualitative analysis, incomplete Medical Records

### Introduction:

Qualitative analysis is a review of prescribed areas of the medical record, for identifying deficiencies in records. The prescribed area are usually set forth in a procedures developed jointly by the facility's credentialed medical records practitioner and health care providers.

The purpose of quantitative analysis is primarily to identify obvious and routine omissions that can be easily corrected in the normal course of the hospitals procedures. The result of qualitative analysis is identification of specific deficiencies. These deficiencies should be completed by the health care providers with in a short time of their identification.

The quantitative analysis include a review of medical record for correct patient identification on every form, presence of reports of investigation performed, authentication on all entries, good recording practices.

Qualitative analysis is a review of the content of medical record for inconsistencies and omissions which may signify that the medical record is in accurate. Such analysis request knowledge of medical terminology, anatomy, physiology, fundamentals of disease process, medical record content and the standards of licensing, accrediting and certifying agencies. Hence it is performed by a qualified medical record practitioner.

The purpose of qualitative analysis is making the medical record complete for reference in patient care, protecting legal interests and meeting regulatory requirements. The object of qualitative analysis is complete and consistence recording of diagnosis apart from which of completion of the course of the patient's hospitalization.

### Aim & Objective

**Aim:** The aim is to study the functioning of Medical Records

Department in Narayana Medical College & Hospital, Nellore.

### Objectives:

- To study the deficiency in in-patients Medical Records with special references to quantitative and qualitative analysis.

### Methodology

The source of data for the study is 100 medical records selected randomly verified and required data collected for the last 2 months.

Questionnaire prepared for the purpose to analyze the condition of the medical records.

### Observation and discussion

The study of 100 case sheets for a period of 2 months was done in Narayana Medical College & Hospital and committed the study of quantitative and qualitative analysis of Medical records department.

The following observations are results of the study

#### 1. Quantitative analysis:

Quantitative analysis is a review of prescribed areas of the medical record for identifying specific deficiencies.

The specific areas are usually written in a procedure developed jointly by the facilities medical record officer and health care providers in accordance with facility's medical staff by laws and administrative policies and standards of its licensing accrediting and certifying agencies.

#### Components of quantitative analysis

- (1) Patient's identification on every form.
- (2) Presence of all necessary reports
- (3) Required authentication on all entries
- (4) Good recording practices

**Results:** quantitative analysis identifies specific deficiencies. These are completed by the health care providers with in a short time

## 2. Qualitative Analysis:

Review of the content of medical record entries for in consistencies and omissions which may signify that the medical record is inaccurate or incomplete

### Components of qualitative analysis

- (1) Complete recording of diagnostic statements
- (2) Consistency in entries by all health care providers
- (3) Justification for the course of the patients hospitalization
- (4) Recording all necessary instances of informal consent
- (5) Application of good documentation of practices

### Results

- (1) Identification of correctable deficiencies
- (2) Patterns of poor documentation

- (3) Potentially compensable events
- (4) Deficiencies in specific medical records entries which the health care provider can correct

### Conclusion:

The medical record contains pertinent information about each patient provider care in a health facility. The medical record must be written in a timely manner and contains sufficient information to identify the patient, support the diagnosis or reason for health care encounter and justify the treatment and accurately document the results managing the content of the medical record through analysis of documentation is an important function of the Medical records department. Reviewing all medical records for completeness and accuracy, the medical records officer makes significant contribution. The nature of the analysis performed in specific facility depends on the policies and needs of the hospital's medical staff and administration and on the demands of hospital licensing, accrediting and certifying agencies.

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