ANNEXURE - XV

QUESTIONNAIRE

(Use of Medical Records Departments by Medical officers)

Part - I

1. Name ________________________________________________
2. Designation __________________________________________
3. Department and Unit __________________________________
4. Month and Year of appointment
   in Safdarjung Hospital __________________________________

Part II

5. How much do you know about the functioning of Medical
    Records Department of your hospital?
    (Please mark against one of the following)

   a) Know everything
   b) Have General knowledge but not the details
   c) Know very little
   d) Know nothing

   How frequently do you visit the Medical Records
   Department for completing the case files in respect of your
   unit/department?
a) once a week or more frequent
b) Once a fortnight
c) Once in three months
d) Only on getting a reminder from the Medical Records Department

7. How often did you visit the Medical Records Department for acquiring specific information or pursuing old documents for academic purposes (Research, Project/Article/Thesis/Seminar/Workshop (own interest).
   a) Five times or more
   b) Less than five times
   c) Never

8. If answer to question (7) is (a) or (b). What was your experience generally regarding acquisition of information on retrieval of old case files?
   a) Prompt action by the Department
   b) Not as prompt action as you expected
   c) Very slow action
   d) Could not get information/documents at all

9. If answer to question (8) is (b), (c) or (d) what do you think are the reasons?