

**ASSESSMENT OF COMPLETENESS OF
MEDICAL RECORD (SUMMARY SHEET) IN
MEDICAL UNIT 1 OF
YANGON GENERAL HOSPITAL, 2017**

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ABSTRACT

A cross-sectional descriptive study on assessment of completeness of medical record summary sheet in Medical Unit 1 of Yangon General Hospital during 2017 was conducted and the aim of this study was to describe the completeness of items in summary sheets during the period from November, 2018 to May, 2019. Summary medical records documented were randomly selected to obtain a sample size of (144) summary sheets over twelve months. Documented summary sheets performed by medical officers from Medical Unit 1 were reviewed for completeness by using standardized checklist.

After reviewing all the twenty-nine items included in the summary sheet used in Yangon General Hospital, different levels of completeness were found. Only three items concerning with “Date of Admission, Date of Discharges and For All Injuries” showed (100%) completeness and another ten items concerning with “Hospital Number, Ward/Specialty, Name, Age, Sex, Marital Status, Ethnic Group, Religion, Address and Principle Diagnosis” had shown between (80%) to (99%) completeness. But six items with completeness levels between (1%) to (40%) were found in items concerning with “Source of Admission, Serial Number of Admission, Complications, Treatment, Discharge Status and Investigations”. Items with (0%) completeness were seen in six items concerning with “Length of Stay, Date of Birth, Permanent Address, Surgical Operation (Procedure), Current Co- Morbidities and Police Case”. Four items showed (50%-79%) moderate level of completeness in items such as “Father Name, Occupation, Medical Officer Signature and Medical Officer Name”.

Average overall completeness percentage for 144 summary sheets had shown (53.60%) completeness after excluding irrelevant items of “for all injuries and surgical operation”.

Completeness on documentation performed by old paper-based system or advanced user friendly workflow process of computerized system will be needed more technical, financial and manpower supports as well as more research activities for time savings during documentation and conveniences of data retrieval.