



වයඹ පළාත් සෞඛ්‍ය සේවා දෙපාර්තමේන්තුව
வடமேல் மாகாண சுகாதார சேவைகள் திணைக்களம்
Provincial Department of Health Services - North Western



කැ.පෙ. 84, සෞඛ්‍ය සංකීර්ණය,
නෛමිපාය,
කුරුණෑගල.60000.

தபாற்பெட்டி 84, சுகாதார வளாகம்
நீர்கொழும்பு வீதி குருநாகல்
60000

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Kurunegala. 60000 Sri Lanka

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මගේ අංකය

எனது இல :
My No

මගේ අංකය

உமது இல :
Your No

දිනය

திகதி :

Date

2023. 12. 27

Internal Circular No – NWP/PDHS/07-02/04/2023

Through the Regional Director of Health Services – Kurunegala / Puttalam
All Medical Superintendents, All Divisional Medical Officers, All Medical Officers In -Charge

Proper maintenance of medical documentation at hospitals.

Proper medical documentation is vital for completion of accurate hospital statistics. However, it is observed that certain standard procedures recommended by the DGHS general circular No 01-05/99 are not adopted by some medical institutions. Therefore, I hereby instruct you to assign suitable officer/officers for reporting Medical documentation according to the given instructions. Furthermore, I advise the RDHS and heads of institutions to identify training requirement gaps and inform me with a copy to the. additional director training NWP of their training requirements. The above instructions should be brought to the attention of your subordinate's.

Date	Frequency	Submission date
IMMR (e -version/ manually)	Quarterly	Send data by the end of each Quarter. Final data for the respective year should be received to MSU within three months after end of the respective year
OPD/Clinic	Quarterly	Send data by end of each Quarter.
Staff return	Annually	Data should be received to MSU on or 31 st of January each year
Specialists return	Annually	Data should be received to MSU on or 31 st of January each year
Bed return	Annually	Data should be received to MSU on or 31 st of January each year

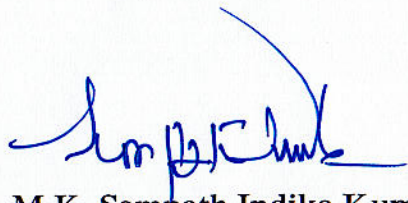


: (+94) 037 22 23479 (+94) 037 7393390 , 037221359 , 0372225584



(+94) 037 22255811

Maternal return	Monthly	Final data for the respective year should be received to MSU within three months after and of the respective Year.
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Dr. M.K. Sampath Indika Kumara
Provincial Director of Health Services
North Western Province.

Dr. M.K. Sampath Indika Kumara
MBBS, MSc MD, MCMA
Provincial Director of Health Services
North Western Province

Copies –

1. Hon.Governor -NWP Kurunegala. -f.y.i
2. Secretary, Ministry of Health, Colombo - f.y.i
3. Director General of Health Services, Ministry of Health, Colombo 10 - f.y.i
4. Chief Secretary – NWP - f.y.i
5. Deputy Director General (Medical Services 1), Ministry of Health - f.y.i
6. Secretary, Ministry of Health, North-Western Province. - f.y.i
7. Director – Quality Secretariat, Ministry of Health, Colombo - f.y.i
8. Assistant Audit General - NWP - f.y.i
9. Assistant Internal Audit General – NWP - f.y.i