GOVT. DENTAL COLLEGE AND HOSPITAL, JAMNAGAR
GUJARAT (INDIA)
Pathikashram, Main Road, Navagam, Jamnagar Gujarat-361008
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7. Medical Records Committee

28 JUL 2026

Sr. No.	Name	Designation	Role
1	Dr. Umed Chetariya	Tutor (Periodontia)	Chairperson
2	Dr. Foziya Pathan	Tutor (Oral Medicine)	Co-Chairman
3	Dr. Gaurav Bakutra	Associate Professor (Periodontia)	Member
4	Dr. Hina Rena	Tutor (Prosthetic)	Member
5	Dr. Arpit Patel	Tutor (PHD)	Member
6	Mr. Alpeshgiri Vaikunthi	Clerk	Member

Meeting Frequency: Half Yearly (July, November)

Major Roles & Responsibilities:

- Ensure complete, accurate, legible and timely documentation of patient records.
- Standardize medical record documentation practices across all departments.
- Maintain confidentiality, security and legal compliance of medical records.
- Conduct periodic medical record audits and recommend corrective actions.
- Monitor compliance with record retention, retrieval and disposal policies.
- Promote effective implementation of electronic medical record systems wherever applicable.
- Review documentation deficiencies and coordinate corrective measures with departments.
- Ensure availability and accessibility of records for patient care, audits and statutory requirements.
- Monitor medical record quality indicators and reporting requirements.
- Submit periodic reports and recommendations to the Dean and Quality Assurance Committee.

Dean
Government Dental Collage and Hospital
Jamnagar
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