



Content available at: <https://www.ipinnovative.com/open-access-journals>

The Journal of Community Health Management

Journal homepage: <https://www.jchm.in/>



Short Communication

Time management in Health record (Leadership view — Personality empowerment)

Eben Jeya Roy^{1,2,3,4,*}

¹Dept. of Medical Records, Jawaharlal Institute of Postgraduate Medical Education and Research, Puducherry, India

²American Health Information Management Association, USA

³IFHRIM (USA)

⁴International Association for Human Resource Information Management, UK



ARTICLE INFO

Article history:

Received 14-09-2021

Accepted 25-09-2021

Available online 16-10-2021

This is an Open Access (OA) journal, and articles are distributed under the terms of the [Creative Commons Attribution-NonCommercial-ShareAlike 4.0 License](#), which allows others to remix, tweak, and build upon the work non-commercially, as long as appropriate credit is given and the new creations are licensed under the identical terms.

For reprints contact: reprint@ipinnovative.com

Time is the most valuable commodity.

Time management is a Self-Management — Self Discipline. If you want to manage your time better you must learn manage yourself.

Time Management Characters in Health Records

1. Sense of purpose
2. Listening
3. Facilitative
4. Competent
5. Confident

Time Strategy

1. Planning
2. Evaluation
3. Delegation

Every Medical Record Department should have a satisfactory system to obtain the Medical Records of all discharged patients, preferably within 24 hours of discharge. Some one should check the discharge list and see if all the records have been delivered to the Department. Any “Missing Record” should be traced as early as possible.

* Corresponding author.

E-mail address: ebenjeyaroy@yahoo.co.in (E. J. Roy).

“Maintain Incoming register”

Discharge summary to be attached in the out patient Health Record. This is a mandatory. Time to be saved and patients to be benefitted.

People Forget, Record Remember

File The Medical Record

The file records have to be retrieved promptly on request and avoid misfiling.

“If you fail to plan you plan to fail”

Planning

Involves forming an objective and describing goals and methods to achieve it. It is the preparation involved so as to do the right thing, in the right way, place, time and result.

Benefits of Planning

1. To save the time
2. To avoid confusion
3. To control events
4. To make use of most of the resources

How to Plan

1. Set our objectives
2. Set our clear goals
3. List of effective methods
4. Write our plans clearly
5. Follow our plans

Make a Schedule

Make a priority list

Daily priority list

1. List all things to be done what way
2. Rearrange in order of priority
3. Do them in that order

Evaluation

Periodic Evaluation of ourselves as Medical Record Personnel is helpful for developing right goals.

- To be come what we should be
- And achieve what we should do

Evaluation will reveal how effective our planning is where adjustment has to be made.

Time Resources in Health Record

1. Regarding Quality
2. Regarding Quantity

Delegation

Giving assignment

- State end result — first
- Explain the task clearly
- Write it down

Give Authority

- Let the person know his responsibility and scope of authority

Give Accountability

- Give time, financial, resource limitations
- Person must know who he's responsible
- Follow through at end
- Know your people and delegate to the right person

Delegate with Love

- Remember please thank you
- Delegate to develop
- Delegate without anger, bitterness and partiality

When the Delegate

- When you are over worked
- When people received challenging and developing

Hindrance of Delegation

1. The desire of the power
2. Emotional insecurity
3. Inability to accept our own limitations
4. Tradition — we always did this way
5. Lack of confidence others
6. Afraid of risk of mistakes
7. Pride — “no one can do the job as well I can”

Time — Leading

Leading a meeting, conducting a meeting with confidence, being able to stick to agenda and time frames, ability to remain focused, ability to bring discussions to logical conclusion are all extremely difficult and call for specialized skills. Some guidelines in conducting and leading a meeting are:

1. State the purpose of the meeting
2. Distribute an agenda and any pertinent information
3. Create an environment that encourages communication by reducing distractions
4. For maximum interaction among participants, a circular table works best
5. Make sure that the room is clean and the temperature is appropriate
6. When the meeting begins (and it must begin on time), introduce new participants, state the purpose, and refer to the agenda.
7. Adhere to a preconceived time line
8. Keep the discussion going by asking questions, paraphrasing unclear comments
9. Pass information that some participants may not have
10. Order for refreshments, find out what is usually served and order those items
11. It is also the leader's responsibility to bring participants who digress back to the topic under consideration.
12. Be able to handle any conflicts and be ready to step in and resolve any misunderstandings.
13. At the end of a meeting, leader should summarize the group's major decisions or plans, review the assignment of tasks.
14. Be appreciative of the time and energy expended by each member
15. After the meeting, a leader should ensure that minutes are prepared and distributed as soon as possible.
16. That participants are completing their agreed upon tasks

Conclusion

Periodic systematic evaluation is absolutely essential to effective management. As a good manager one must provide the department with resources and tools it requires. The department administrator must involve supervisory people and the entire staff in the quality assurance effort. We are evaluating ourselves, what are our problems, how can we improve our perspectives etc. The side benefits of improved morale, greater team work and higher level of trust are also very worthwhile.

“It is not the days of your life, but the life in your days that counts”

“How long you live is not the question
But
How you live your days is important”
Thanking you,

Author biography

Eben Jeya Roy, Global Medical Records Consultant

<p>Cite this article: Roy EJ. Time management in Health record (Leadership view — Personality empowerment). <i>J Community Health Manag</i> 2021;8(3):145-147.</p>
