



HOLY FAMILY HOSPITAL

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ADMISSION BROCHURE 2026-27

**Diploma in Medical Record Technology
(DMRT- 2 Years Course & 6 Months Internship)**



Price: Rs. 500/-

Holy Family Hospital, New Delhi, is a 345-bed, multi-specialty healthcare institution, serving the community with a steadfast commitment to medical excellence and patient-centered care. The hospital is run by the New Delhi Holy Family Hospital Society and is managed under the guidance of the Delhi Catholic Archdiocese.

Founded in 1953 by the Medical Mission Sisters, Holy Family Hospital has a rich history of service. It operates as a charitable, non-profit organization registered under the Societies Registration Act XXI of 1860. The principles and values established by the founder, Mother (Dr.) Anna Dengel, continue to inspire and guide every aspect of our healthcare delivery. Training of health personnel was emphasized upon from the beginning; Therefore Nursing school was started in 1956 which has now become the Holy Family College of Nursing affiliated to the Delhi University & offering programs : B.Sc. (Hons.) Nursing programme started in the year 2011 under University of Delhi followed by Post Basic B.Sc. Nursing and M.Sc. Nursing courses from the academic session 2016-2017 and NPCC started in 2022.

In 1962, Diploma courses in Medical Laboratory Technology and Diploma in X-ray Technology were started. At present Holy Family Hospital offers a range of Paramedical Programs designed to provide specialized training in healthcare. Our programs include B.Sc. Medical Imaging Technology(started in 2020), B.Sc. Medical Laboratory Technology(started in 2022), Diploma in Dialysis Technology Training(started in 2022), Diploma in Anesthesiology & Critical Care Technology(started in 2023), and Diploma in Medical Record Technology(started in 2020). These courses equip students with the technical expertise and practical skills required for a successful career in the medical field.

Internship as well as house jobs in Medicine, Surgery, Paediatrics and Obstetrics & Gynecology were recognized by the Medical Council of India and DNB training in these specialties was recognized by the National Board of Examinations in 1996.



Our philosophy is centered on "A Caring Attitude," which emphasizes the dignity, respect, and humanity of each individual we serve. At Holy Family, we see our role as not just healthcare providers, but as compassionate partners in the healing journey of our patients.

Vision

To be known as a center providing holistic, competent and ethical super specialty medical care with core values of compassion and empathy.

Mission

Being open and attentive to the signs of the times, the hospital endeavors to respond to the needs of the society by offering its services, even in areas where others hesitate- or fear to tread.

Courses Offered in Allied Health Sciences

For the Academic Session 2026-2027

Course	Duration	Academic Control	No. of Seats	Minimum Qualification
B.Sc.Medical Imaging Technology	3Year	GGSIPIU	15	10+2 of CBSE or equivalent examination with a minimum aggregate of 50% marks in PCB
B.Sc.Medical Lab Technology	3Year	GGSIPIU	10	10+2 of CBSE or equivalent with a minimum aggregate of 50% marks in PCB
Diploma in Medical Record Technology	2 Years + 6 months Internship	CMAI	10	10+2 with English/Aggregate 50% marks (preference for Biology in 10+2) from a recognized regular institution
Diploma in Dialysis Technology Training	2 Years + 6 months Internship	CMAI	10	10+2 of CBSE or equivalent examination with a minimum aggregate of 50% marks in PCB
Diploma in Anaesthesiology & Critical Care Technology	2 Years + 6 months Internship	CMAI	4	10+2 of CBSE or equivalent examination with a minimum aggregate of 50% marks in PCB

DIPLOMA IN MEDICAL RECORD TECHNOLOGY

Description of Medical Record Technology Course

Diploma in Medical Record Technology course is aimed to train students to become a qualified Medical Record Technician who can play a very important role in ensuring the smooth functioning of a healthcare organization. Medical Record Technicians job maintaining patient's records in hospitals, clinics, nursing homes and doctor's office. A Medical Record Technician's primary role is to compile and maintain patient's records as per healthcare coding standards and keep them updated with proper marketing.

The Medical Record Technology Course conducted by CMAI (Christian Medical Association Of India)

The Medical Record Technology Course is sponsored and organized by the Central Education Board of the CMAI. The CEB (Central Education Board) through its Medical Record Training Sub-committee is responsible for recognizing the training centers, examining the students and issuing diplomas.

Course Duration

Medical Record Technology Course is a 2 years full time course and 6 months internship. The candidate must complete the course and pass all Theory and Practical Examinations within 4 years from the date of commencement of the course.

Eligibility

- **Age:** - The candidate must have completed 17 years of age and must be less than 27 years of age as on 01/06/2026.
- **Educational Qualification:** - The applicant should have passed 10+2 Examination or its equivalent from a recognized University or Board of Education, having also passed in English with a minimum of 50% marks in the aggregate. Candidate who has passed 10+2 with Biology subject will be given preference.

Objectives

The MRT course is designed to prepare the students for a career as medical record technicians. At the end of the course the students are expected to have achieved the following objectives.

1. To have a clear understanding about the functions of medical record technology in providing health information in a hospital.
2. To develop the skills necessary to fulfill these functions by acquiring a basic knowledge of medical terminology, anatomy and physiology, laboratory sciences, hospital statistics etc.
3. To become proficient in developing disease based medical statistics as per ICD Coding (by WHO) with the current standards.
4. To have a basic understanding of the legal aspects of medical records, such as the

legal requirements about maintenance and retention of records and release of clinical information.

5. To develop the expertise in compiling hospital and patient care statistics.
6. To develop an understanding of the functions performed by the other departments in a hospital, which directly or indirectly contribute to patient care.
7. To have a basic understanding about the principles of management and their application in the administration of a medical record department.
8. To promote an appreciation of the ethical principles underlying medical practice in general and the code of ethics of medical record professionals in particular.

The curriculum for the 2-year Medical Record Technology Course will include the following subjects:

I Year

1. Medical Record Science
2. Anatomy, Physiology & Laboratory Sciences General.
3. General & Hospital Statistics
4. Communication Skills in English & Public Relations
5. Viva & Practical

'Medical Terminology' also will be started during the first year even though the examination for the subject will be held only during the second year. The students should become familiar with the origin of medical terms, prefixes, suffixes, roots and the medical terms relating to the body as a whole.

II Year

1. Medical Terminology
2. Coding Of Diseases ICD – 10.
3. Principles of Management and Hospital & Medical Record Administration
4. Computer Applications & MLC
5. (a) A Project: - Comparative study of the functioning of the Medical Record Departments of any 2 hospitals –(b)Viva Voce International Classification of Diseases [ICD – 10]

X. PRACTICALS

Ist Year & 2nd Years

1. Filing & Retrieving of Medical Records
2. Tracking of Missing and misfiled records
3. Assembling Inpatient Records
4. Checking for Deficiencies and Making Deficiency Check List
5. Maintaining Registers
6. Making Statistical Reports
7. Preparation of Birth and Death certificate and report.
8. Outpatient Record generation
9. Reception & Enquiries
10. Registration of Patient
11. Preparation of Statistical Reports
12. Coding to clinical pertinence by reviewing medical records / discharge summaries
13. Indexing [Disease, Operations & physicians]
14. Medical Terminology
15. Sites involved in diseases and procedures

EXAMINATION
FIRST YEAR EXAMINATION

Paper	Subject	Maximum Marks	Minimum Marks for Pass in overall percentage
Paper I	Medical Record Science	100	50
Paper II	General & Hospital [Bio] Statistics	100	50
Paper III	Anatomy & Physiology	100	50
Paper IV	Communication Skills in English	100	40
Paper V	Viva & Practical	100	50

SECOND YEAR EXAMINATION

Paper	Subject	Maximum Marks	Minimum Marks for Pass in overall percentage
Paper I	Medical Terminology	100	50
Paper II	Hospital Administration	100	50
Paper III	Computer Applications, Health Information Management & MLC	100	50
Paper IV	ICD Coding	100	60
Paper V	Project Review & Viva Voce on ICD	100	50

Internal Assessment – 10% of the total marks for all theory papers.

Minimum marks for pass required in English communication skills – **40% [Forty Percent]**

Minimum marks for pass required in ICD Coding – **60% [Sixty Percent]**

Fee Structure – 2026 - 2027

Medical Record Technology		
1.	Registration Fee	10000
2.	Tuition Fee	40000
3.	Examination Fee	5000
4.	Library Fee	2500
5.	Uniform Fee	5000
6.	Educational Trip	3000
7.	Study Material	2500
8	Other Activity	5000
9	Total: (For 2 Years)	73000

XI. OTHER FEES:

1. The students who are provided hostel accommodation (as per availability) have to pay mess charges Rs.2000/- per Month is to be paid in advance by 7th of each month. This amount is subject to change according to the hospital policy. During the period of annual leave, mess money will not charge.
2. Medical Examination fees at the time of admission to be paid separately.
3. Vaccination charges – Hepatitis B and Chicken Pox to be paid separately.

RULES & REGULATIONS

The following rules and regulations are expected strictly adhered by the students. Misconduct in any form may result in strict disciplinary action, including expulsion.

Leave rules

1. All leaves will be sanctioned by the Head of the Department.
2. Annual Leave : 30 days per year at the convenience of department.
3. Festival Leave : 9 days per year. (Non-cumulative).
4. Sick Leave : 10 days per year (Non-cumulative).
5. Time lost in excess of sick leave is made up from the annual leave.
6. Medical Leave can only be granted by the hospital staff physicians and the student is to get this ratified from the Head of the Department/Tutor.
7. Annual Leave: minimum 7 days will be allowed, for below than 7 days other rest of leaves will have to be applied.

Medical Facilities

Free Medical Facilities up to Rs. 10000 /- per year (Non-Cumulative). These Medical Facilities are available for 2 years only.

Dress Code

1. Student should be in uniform during training hours and maintain personal cleanliness and neatness.
2. Students are required to display their Identity Cards issued by the Hospital.
3. Students should not wear any valuable jewelry and other accessories during training hours.

Hostel Accommodation

1. Hostel Accommodation will be provided to out-station students only, if available. Additional hostel maintenance charges will be added.
2. Those provided hostel must follow all rules and regulations of the hostel.

Departmental Postings

1. Students should punch their incoming & outgoing biometric attendance daily.
2. Late coming of 3 times in a month will amount to cancellation of half day from the assigned leaves. Further, regularly late coming more than 3 times in a month will be liable to disciplinary action.
3. During the course, the students are expected to perform all work assigned by Head of The Department/Tutor. Further, they are to adhere to their duty timings.
4. Students are not allowed to leave their assigned area of duty without prior permission from the Head of the department/Tutor.
5. Students are not authorized to attest or verify any medical record, and communicate or deliver any information of the patient to anyone particularly outsider.
6. Students are not allowed to take photo of any medical record in their mobile phones.
7. Students will also be assigned on the registration counters.
8. Student cannot deny any work assigned by senior staff.

Schedule & Attendance

Students will be on a rotation schedule for their clinical experience, which covers 8-9 hrs/day, six days/week, including class room lectures and refreshment breaks. They will be on any

shift –day, Sunday or evening. Students should have 100% class attendance. Absence from class may be permitted by the Head of The Department/Tutor.

Miscellaneous

1. Students are not allowed to use mobile phone during training hours. Those violating this rule are liable to have their phones confiscated.
2. Students are not allowed to continue any other academic course during their training period in this Hospital. No leave will be permitted for any other course / training.
3. Students are expected to observe universal precautions against communicable diseases.
4. Students are required to complete clearance formalities upon completion or discontinuation of the course.
5. Mark Sheet and Certificates of each candidate will be verified from the respective boards. Any student found having submitted fake mark sheets / certificate shall be expelled from the course at any stage and shall not be entitled for any refund of fee.

Changes / Additions to Rules and Regulations.

These Rules and Regulation may be amended / changed by the Hospital at any time without notice and the students will abide by those amended / changed rules.

APPLICATION PROCEDURES

1. To apply for the course, fill application Form enclosed with this prospectus.
2. The Application Form should be supported by duly attested photocopies of all relevant mark sheets and certificates.
3. Candidates are required to affix a recent copy of their passport-size photograph on the Application Form and another copy of the same photograph with their name and Application Form Number written on the back side of the photograph.
4. Mere submission / acceptance of the Application Form or issue of the Call Letter/admit Card for the written test or being called for interview does not imply the candidate is eligible to apply for the course.
5. Incomplete Application or not supported by photocopies of relevant documents will be rejected.

The following documents must be enclosed with the Application Form:

1. Two recent Passport-size photographs – one is to be affixed on the Application Form in the space provided; the second is to be attached separately giving candidate's name and Application Form number written on the back side.
2. Photocopies of Birth Certificate or class 10th certificate from a recognized Board of examination for proof of age.
3. Photocopies of 10+2 certificate and mark-sheet or equivalent examination from recognized Board of Examination.
4. Any other certificate.

SELECTION PROCEDURE

For the selection, all the candidates will have to go in 3 stages – a written test, interview and medical examination.

Admit Card

In case you do not receive your admit card before the Date of Written Examination, you can contact the Head of the Department/Tutor.

All eligible candidates can appear for the written examination even if they have not received the Admit Card.

Written Examination

All eligible candidates will be allowed to appear in the written examination.

Interview

Only those candidates who pass in written examination will be called for the interview.

All relevant certificates, mark-sheets and documents will be verified in original at the time of interview.

The list of selected candidates will be displayed for the Medical examination on the MRD Notice Board.

Medical Examination

Successful candidates in written test and interview will be required to undergo a medical examination in Holy Family Hospital, Okhla Road, New Delhi. Candidates will have to pay a

nominal amount for the medical examination. Those found to be medically unfit would not be admitted to the course.

Decision of the Selection Committee shall be final.

Admission will be confirmed only after making the complete payment and submitting required documents to the Head of the Department.