

**Table 3**

Common Functions of Medical Record Departments in the Selected Countries

Countries Functions	USA	Australia	England	
	MRD	MRD	MRD	Health Information Organization
- Storage & retrieval of medical records	√	√	√	√
- Clinical coding	√	√	√	√
- Compiling administrative and health statistics	√	√		√
- Release of information	√	√		
- Record (information) analysis	√			√
- Cooperative in data gathering	√			
- Special disease registry (e.g. tumor registry)	√			
- Record (data) organizing / assembly	√		√	
- Maintenance of variety indexes	√			
- Cooperation in form design	√			
- Quality care support (Q.A, U.R, R.M, and physician credentialing)	√			
- Clinical audit support				√
- Issuing of birth/death certificates	√			
- Transcription	√	√		
- DRG assignment		√		
- Case mix analysis		√		
- HIS administration		√		
- Patient admission		√	√	√
- Patient discharge		√		
- Clerical affairs related to emergency dept. & clinics		√	√	
- Functions related to medical secretaries and ward clerks		√	√	
- Applications & systems development				√
- Management of ICT infrastructure				√
-Information system (IS) security				√
- Functions related to medical library				√
- Functions related to Medical Records Dep.				√