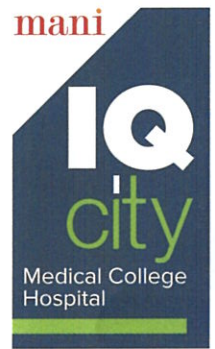


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Ref. No. - IQMCH/03/MS Office/26

Date: 10-02-2026

CIRCULAR

Subject: Mandatory Signing of patient file notes with Full Name and Registration number.

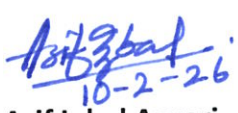
All Clinical Heads of Departments (HODs) are hereby requested to instruct the doctors of their respective departments (i.e., Medical Officers, Post Graduate Trainees, Senior Residents, Assistant Professors and above) that every entry made in a patient file must be duly signed by the concerned doctor.

The signature must clearly mention the following details:

- Full Name (in block letters)
- Medical Council Registration Number

This instruction will be applicable to all patient case records, including inpatient and outpatient files, progress notes, treatment orders, clinical notes, and any other medical documentation.

All Clinical HODs are requested to ensure this compliance with the above instructions in their respective departments with immediate effect.


Dr. Asif Iqbal Ansari
Asst. Medical Superintendent

Dr. Asif Iqbal Ansari
Assistant Medical Superintendent
Medical Administration
Reg. No.- 30570 Assam Medical Council
IQ City Medical College Hospital
B-Zone, Durgapur, WB-713206


Dr. Prashant Kumar
Medical Director

Dr. PRASHANT KUMAR
Medical Director
Medical Administration
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Prof (Dr) Raghunath Misra
Medical Superintendent

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