MALLA REDDY
VISHWAVIDYAPEETH
(Deemed to be University)

SCHOOL OF DIGITAL HEALTH SCIENCES & TECHNOLOGY

Fellowship in Digital Health Records

Created in 2025

Academic regulations for fellowship programmes

1. **DEFINITION**

   Fellowship: A fellowship is an advanced, structured programme focused on developing specialized competencies after the completion of a qualifying degree or equivalent experience. It offers structured learning and practical experience in a focused area. The purpose of the fellowship is to develop advanced knowledge, strengthen specialized skills, and prepare participants for professional growth within their chosen field.

2. **AIMS AND OBJECTIVES**

   The aim of the program is to provide program nurtures graduate and postgraduate candidates, building their expertise and skills to drive career excellence and impact in their chosen field.

   Full-Time Candidate: A full-time candidate is an individual who is enrolled exclusively in the fellowship program and is not engaged in any other professional, academic or employment obligations during the training period. These candidates are required to dedicate their time and effort to the structured fellowship programme, meeting the assigned outcomes through full-time participation that ensures immersive training and continuous engagement in all programme activities, including assigned duties, learning sessions, and assessments. Stipends for full-time fellowship candidates will be awarded as per MRV policy.

   Internal Candidate: An internal candidate is an individual currently employed by MRV or its affiliated institutes who wish to enhance their skills through the fellowship during their tenure at the institution. This includes faculty, residents, or staff. Internal candidates are not eligible for a stipend. Applications are subject to institutional approval.

   External Candidate: An external candidate is someone not employed by MRV or its affiliated hospitals and institutes at the time of applying for the fellowship. They may come from other academic institutions, healthcare organizations, or private practice. External candidates are required to complete all fellowship requirements as per MRV guidelines. No stipend will be provided.

   Sponsored Candidate: A sponsored candidate is nominated and financially supported by a recognized institution, organization, or employer such as a government body, healthcare institution, academic organization, or industry partner to pursue a fellowship at MRV. The sponsor typically covers fees or other program-related costs and may require the candidate to fulfill certain obligations, if any, upon completion as required by the sponsor. Employees sponsored by organizations must provide a formal no-objection certificate. Sponsored candidates are not eligible for a stipend.

3. PREREQUISITES

Criteria	Details
Eligibility	To be eligible for admission into the fellowship program at MRV, candidates must meet the following criteria: • Hold a recognized graduate or postgraduate degree with a completion certificate. • The fellowship must align with the candidate's prior qualifications and may require professional registrations. • Detailed eligibility criteria for ach fellowship, including approved qualifications are available on the MRV website.
Duration	• Undergraduate Degrees – Any recognized undergraduate degree – 12 months • Postgraduate Degrees – Any recognized undergraduate degree – 6 months • Super specialty Degrees – Any recognized speciality or advanced degree – 3 months * Duration for any category may be adjusted based on program requirements, as recommended by the Selection Committee.
Mode of Study	Theoretical, Lab-based Development, Simulation Workshops, Clinical Scenario Building, Capstone Project, Practical, Skill, Case-based

4. SELECTION AND COMMENCEMENT OF FELLOWSHIP

Fellowship Committee: The Fellowship Committee is established to uphold principles of transparency, fairness, and meritocracy in the selection process for the MRV Fellowship Program.

Composition of Fellowship Selection Committee

Sr. No.	Role/Position	Description / Designation
1	Chairperson	The Dean of the respective colleges and Schools of Eminence at MRV
2	Subject Expert	A Professor or Associate Professor from the concerned colleges and Schools of Eminence, MRV
3	Guide / Co-Guide	A Professor, Associate Professor, or Assistant Professor from the concerned colleges and Schools of Eminence, MRV
4	Convener	The Fellowship Coordinator of MRV
5	Ex officio Members	The Registrar and the Controller of Examinations,

		MRV

Duties of the Fellowship Selection Committee

- Ensure that the MRV fellowship program commences twice a year in accordance with the academic calendar issued by the university.
- Oversee the preparation and communication of the program schedule, including application deadlines, interview dates, and the start of training through the MRV website and relevant academic departments.
- Thoroughly evaluate all applications to ensure candidates meet the minimum requirements for completion.
- Assess academic credentials, prior qualifications, and overall suitability for the fellowship program.
- Conduct interviews for shortlisted candidates to evaluate knowledge, skills, and overall preparedness.
- Recommend a final list of eligible candidates for approval by the Vice-Chancellor based on the evaluation and interview outcomes.
- Oversee all aspects of the fellowship program from scheduling, implementation, to completion.

5. FEE STRUCTURE

Program Fees: The basic fee structures for each fellowship program are available on the respective program on the MRV website.

6. PROCEDURE FOR SELECTION AND ADMISSION

- **Eligibility Check:** Verify that applicants meet the basic eligibility criteria, including academic qualifications, professional experience, and relevant skills.
- **Document Review:** The Selection Committee reviews all applications for completeness and ensures they satisfy the program's eligibility requirements.
- **Personal or Virtual Interviews:** Shortlisted candidates may be invited for interviews, either in person or virtually. This allows the Committee to assess communication skills, motivation, and overall suitability for the fellowship.
- **Merit-Based Selection:** The Committee selects the most qualified candidates based on a combination of academic performance, professional experience, interview performance, and alignment of the applicant's goals with the objectives of the fellowship.

7. ALLOTMENT OF FELLOWSHIP GUIDE

Assignment of Guides: The allotment of fellowship Guides shall be undertaken by the Selection Committee, ensuring that only eligible and approved faculty members are assigned as Guides or mentors.

Criteria for Allotment are based on:

- Alignment of the fellow's area of interest with the Guide's specialization
- Availability and consent of the Guide
- Existing rotation or merit-based preferences as determined by the Committee

Role and Responsibilities of the Guide:

- Mentoring the fellow to acquire required skills and academic knowledge
- Providing guidance and support to ensure progress throughout the fellowship

- Conducting regular evaluations and offering academic and professional advice and submit periodic report to the Fellowship coordinator
- Supporting the fellow in meeting program requirements and objectives

External Collaborators: External collaborators from recognized institution may serve as fellowship co-Guides in conjunction with a Guide from MRV.

Change of Guide: Fellows may request a change of Guide, subject to approval by the Selection Committee.

8. FELLOWSHIP PROGRAM DESIGN

The fellowship program is designed to provide a structured and comprehensive learning experience that develops relevant skills, knowledge, and professional competencies. Upon completion, they should demonstrate proficiency in core skills, apply their knowledge effectively in professional settings, maintain professional standards, and document their progress.

Logbook Maintenance: Fellows must maintain a logbook throughout the program. The required entries may vary depending on the fellowship. The logbook will be reviewed and evaluated on a daily or weekly basis by the assigned Guide. Regular face-to-face feedback sessions with the Guide will be conducted to monitor progress and provide guidance.

Final Assessment and Exit Examination:

The final assessment by the assigned guides includes the following components:

1. Multiple Choice Questions (MCQs): 25 marks
2. Practical Skills Assessment: Three case scenarios with discussion; each case carries 20 marks (total 60 marks)
3. Logbook Maintenance: 15 marks

The candidate must appear and secure a minimum of 50% marks in each of the above listed components. The total marks are 100, and a minimum aggregate score of 50% is required to successfully complete the fellowship.

Any additional outputs or deliverables may be determined in consultation with the Guide and require prior written approval from the Selection Committee.

9. MINIMUM STANDARD AND CREDITS FOR THE AWARD OF THE FELLOWSHIP

- Fellows must maintain a **minimum of 80% attendance** across all program activities.
- A **minimum overall score of 50%** is required to pass the fellowship.

10. FELLOWSHIP COMPLETION CERTIFICATE

Issued by MRV: Upon successful completion of all training, periodic evaluations, and final examinations, fellows will be awarded a certificate.

The certificate should include details such as:

- Name of the candidate
- Fellowship program details
- Program completion status

Fellowship in Digital Health Records

Course Overview

The Fellowship in Digital Health Records is designed to build advanced competencies in electronic health records (EHR), health information management (HIM), clinical documentation, data standards, and the regulatory and ethical requirements governing health records. The program provides practical exposure to EHR systems, coding standards, digital documentation workflows, health data lifecycle, interoperability, and patient information governance. Learners will gain hands-on experience in structured and unstructured data handling, audit trails, clinical terminologies, and digital health documentation aligned with ABDM standards. The fellowship prepares professionals to manage, optimise, and lead digital health record initiatives in hospitals and healthcare organisations.

Course Objectives

1. To develop a strong foundation in Electronic Health Records (EHR) and digital documentation workflows.
2. To equip learners with clinical coding standards, including ICD, SNOMED CT, LOINC, and procedure coding systems.
3. To provide expertise in health data management, data lifecycle, and record-keeping practices.
4. To strengthen knowledge of legal, ethical, and regulatory frameworks related to health information.
5. To build competencies in interoperability standards such as HL7, FHIR, DICOM, and ABDM guidelines.
6. To offer hands-on experience with EHR systems, patient documentation, and audit processes.
7. To prepare professionals to manage data privacy, confidentiality, and secure digital record practices.
8. To promote skills in analytics, quality indicators, and documentation audits for improving clinical accuracy.

Curriculum with Part-wise Syllabus & Modules

Part 1: Foundations of Digital Health Records

Module	Topics Covered
Introduction to Digital Health Records & HIM	Evolution of health records Paper vs electronic records Components of HER Roles of health information management Structure of patient records, documentation standards, clinical workflow overview
Clinical Documentation & Data Quality	Principles of clinical documentation Structured vs unstructured data Templates and forms; documentation errors; completeness; accuracy; timeliness; audit trails; data validation
Healthcare Coding & Classification Systems	Basics of ICD-10/11 SNOMED CT structure and use LOINC for lab data; procedural coding; coding workflow; coding quality and audits
Interoperability & EHR Standards	HL7 FHIR APIs and resources DICOM for imaging; mapping standards; data exchange models ABDM compliance in EHR
Legal & Ethical Framework for Health Records	DPDP Act; consent management; confidentiality; medico-legal record management; retention and destruction policies; telemedicine documentation regulations

Part 2: Advanced Concepts & Applications in Digital Health Records

Module	Topics Covered
EHR System Design & Architecture	User interface, data storage, clinical modules; EMR/EHR/PHR differences; backend structures; audit controls; versioning
Health Data Management & Governance	Data lifecycle management; metadata; data stewardship; master patient index; duplicate resolution; policies & SOPs for data quality.
Analytics & Reporting from Digital Health Records	Clinical data extraction; dashboards for clinical indicators; quality measurement; data summarisation; automated documentation; NLP use cases.
ABDM-Compliant Digital Health Workflows	Health ID, registries, consent artefacts, data exchange under HIE-CM; integration of hospital systems with ABDM-compliant applications.
Change Management & EHR Implementation Practices	EHR implementation lifecycle; user training; change adoption strategies; workflow redesign; risk management; evaluating EHR vendors.
Capstone Project	Real-world EHR documentation analysis, digital workflow optimisation project, coding quality audit, or ABDM-aligned record digitisation project.

Program Outcomes

SR.N.	Program Outcome	Detailed Description
1	Mastery of Digital Health Records Ecosystems	Demonstrate comprehensive knowledge of EHR systems, documentation workflows, data standards, and record management practices.
2	Proficiency in Clinical Coding Standards	Apply ICD, SNOMED CT, and LOINC accurately in clinical documentation to improve data quality and consistency.
3	Interoperability & Digital Standards Competence	Implement HL7, FHIR, and ABDM standards for structured and interoperable digital health records.
4	Legal & Ethical Governance	Apply regulatory frameworks, including DPDP Act, consent guidelines, and medico-legal requirements for secure record management.
5	Health Data Management Expertise	Manage the health data lifecycle, ensure accuracy, conduct audits, and maintain high-quality records.
6	Ability to Lead EHR Implementation	Evaluate EHR systems, redesign workflows, ensure user adoption, and lead digital documentation initiatives.
7	Analytical Skills for Records-Based Insights	Use data from digital health records to generate reports, dashboards, and actionable insights for clinical and operational improvement.
8	Practical Application & Innovation	Apply practical skills in EHR systems, coding, interoperability, and digitisation processes to solve real-world healthcare documentation challenges.

Course Outcomes

	Course Outcome	Detailed Description
1	**Explain EHR Architecture & Record Structure**	Understand components of EHR, digital documentation, and patient record architecture
2	**Demonstrate Coding & Classification Skills**	Apply ICD, SNOMED CT, and LOINC coding principles accurately in sample clinical cases
3	**Apply Interoperability Standards**	Use HL7 messages, FHIR APIs, and ABDM guidelines to support interoperable digital record systems
4	**Ensure Legal & Ethical Documentation Compliance**	Implement data protection, confidentiality, and documentation policies under DPDP and medical regulations
5	**Evaluate Data Quality & Record Accuracy**	Conduct data audits, identify errors, and apply corrective strategies for high-quality documentation
6	**Perform EHR System Operations**	Navigate EHR modules, enter clinical data, retrieve patient information, and manage digital workflows
7	**Generate Reports from Health Records**	Extract data, create dashboards, and analyze indicators for quality and performance monitoring
8	**Plan and Conduct Digitisation Projects**	Create SOPs, manage document scanning/digitisation, and present a capstone project based on real-world digital record scenarios

Recommended Books & E-Resources
Textbooks:

- Health Information Management: Concepts, Principles, and Practice – AHIMA
- Electronic Health Records: Understanding and Using Computerized Medical Records – Gartee
- Biomedical Informatics – Shortliffe
- ICD-10 / ICD-11 Guidelines – WHO
- SNOMED CT Starter Guide – SNOMED International
- FHIR Workbook – Grahame Grieve
- Health Data Management – HIMSS

Journals & E-Resources:

- ABDM official portal: https://abdm.gov.in
- NDHM Sandbox documentation
- HL7 International – https://www.hl7.org
- SNOMED CT Documentation – https://snomed.org
- WHO Digital Health Guidelines
- NPTEL: Health Informatics
- MIT OpenCourseWare – Medical Informatics