



# Indian Radiological & Imaging Association

DO's and DON'Ts for Medical Professional  
under PC & PNDA Act

## Indian Radiological & Imaging Association

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# DO's fOr MeDical PrOfessiOnals

## a. registration under Pc & PnDT act

- i. Registration of the clinic is mandatory. Only one registration per clinic is required (even if there is more than one machine). Apply in prescribed Form A of PC & PNDT Act. Attach all required documents like Affidavit, Degree/Diploma in Radio-diagnosis, Registration with State Medical Council, Place, Equipment (Ultrasound Machines) details, Cheque of Registration Fees etc.
- ii. Attach annexed list of Doctors' certified by AA, if there is no space on Form B.
- iii. Get the MRC number for machine from Appropriate Authority.
- iv. In case of USG is to be done in a Mobile Medical Van, the registration of the Vehicle is required.
- v. Apply for renewal at least one month prior to expiry of registration.
- vi. The Appropriate Authorities can deny for renewal if a case is pending in court of law with respect to PC & PNDT contravention. IRIA has got a stay in High Court at Aurangabad.
- vii. The Government of India through a Gazette Notification dated June 05, 2012 had amended the PC & PNDT Act, thus restricting Radiologists from visiting not more than two clinics/centers for performing ultrasound within a district. The Hon'ble Delhi High Court has granted the stay order on this gazette notification on the Writ Petition filed by IRIA.
- viii. Conduct procedures only at registered place.
- ix. Use only equipments which are mentioned in Form B.

## B. Display at Ultrasound clinic/centre

- i. Copy of the Registration Certificate must be displayed - one in the Ultrasound Room and another in the waiting room.
- ii. Degree of Doctors & MCI Registration [also additional registration of PG/diploma] has to be displayed at a prominent place. Doctor(s) degree also to be displayed in the Ultrasound room.
- iii. Display Board in English and local language regarding Sex Detection/ Selection is not done here and disclosure of the Sex of the fetus is prohibited under Law, (size 2Ft. X 1.5Ft.) at the reception area.

- iv. Display the timing of doctor performing procedures at place of work.
- v. Booklet on PC & PNDT Act should be available at the Ultrasound Centre. The first page of the same should be signed by the Radiologist.

### **c. Documentation at Ultrasound clinic/centre**

- i. Maintenance of Records is mandatory as per Sec 29 read with Rule 9 of 1996 Rules. U/s 29, all records is to be preserved for 2 years. If any litigation is pending then records are to be preserved till disposal of the case.
- ii. Register – The Register should have the following details: Name of Patient with Age and date of LMP, Age of previous children, Name of spouse/father, Address with Tel., Ref. Form, Indication and Result of Exam. Records to be kept in print form also.
- iii. Ensure that the number of machines and the radiologists attached to the clinic have been mentioned in the registration certificate or on a separate sheet by the appropriate authorities (AA).
- iv. Form F must be filled in completely and without any delay as soon as the patient's USG is done. The signed consent of the patient as well as the radiologist's signature are a must. Form G is only for invasive procedures.
- v. A monthly report, which should be submitted to the AA regularly, before the 5<sup>th</sup> of every month and a copy of the same, with the signature of the AA acknowledging receipt, must be preserved.
- vi. PC-PNDT Act booklet must be available in the waiting room.

### **D. filling the register and form f.**

- i. Maintain register as per Rule 9(1) [Sr. No., Name of Women, Complete Address, Name of Spouse/father, date of procedure].
- ii. Fill the FORM F online and complete in all respects to the last comma/full stop. Take patients signature in duplicate. Write in full – 'Not Applicable' in place of 'N.A.' As a additional safety measure take signature on the copy on ID proof also (both sides if photocopy has been taken on both sides and mention on the copy as to whose ID it is like patient, patients husband, relative etc.).
- iii. In case of thumb impression of lady (patient), it should be verified by attendant's signature.

- iv. After the USG is complete, write the result as normal/abnormal and complete the Form F.
- v. Please note that the Form F should be filled as early as possible. The AA shall frame charges of contravention to the PC & PNDT Act, if it is not complete and any columns are left blank inadvertently.

### **e. record Keeping**

- vi. All copies of Form F and monthly reports should be preserved for 2 years. The referral letters from doctors should also be preserved. If a court case is pending under Pc & PNDT, the relevant records have to be kept till the decision of the case.
- vii. Preserve ID/referral documents in a separate File. Number them according to the Form No. for ready reference in future if required.
- viii. Keep all records as:
  - a) D, E or F forms as Applicable.
  - b) G Form (if Invasive procedure)
  - c) Sonography Plates.
  - d) Referral slips. [Details if self referral]

### **f. common mistakes done by radiologists in form f**

- i. There have been many cases where Radiologists have been prosecuted for trivial reasons; e.g.:
  - a) For using the short-form 'NA' instead of 'Not Applicable' in the Form F.
  - b) Inadvertently missing out on signing a Form F.
  - c) Indication for Ultrasound not written.
  - d) Form F not signed by the Radiologist.
  - e) Absence of stamp below the Signature.
  - f) Some Columns left blank.

### **G. information to appropriate authorities**

- i. Send monthly report on 5<sup>th</sup> day of following month.
- ii. The AA must be informed, in writing, about changes in any Ultrasound Machine, Radiologist or Place. A copy of the same, with the signature of the AA, should be preserved.

- iii. If a locum Radiologist is appointed, the AA must be informed in advance (with the details of the locum Radiologist's registration and State Medical Council certificate).
- iv. Surrender certificate of registration if change in ownership. [As certificate is non-transferable]
- v. Apply fresh for registration if change in ownership. [As certificate is non-transferable]

## **H. inspection by the authorities under Pc & PnDT act**

- i. Be cooperative if and when the AA visits your clinic to examine the records.
- ii. All records to be made available for inspection.
- iii. Whenever an inspection occurs, they come with a complete check list.
- iv. Points like having a copy of latest PC and PNCT law in clinic premises wearing an apron, name badge for doctor and all the employees in the premises shall also be inspect by the inspection team.
- v. Ask copy of inspection report to Appropriate Authority after inspection is over.
- vi. After completing all the points of inspection according to the check list and entering in the form, they ask you also sign on it.
- vii. If they do not give you a copy, then sign only after you get a photocopy of that document for your records. DO NOT SIGN on any blank inspection document.
- viii. Do make a appeal to State Appropriate Authority under Rule 19(2), if aggrieved by decision of district/corporation Appropriate Authority.
- ix. Keep Ultrasound room locked in your absence.

### **i. The offences under the act are (section 27) :-**

- Cognizable :- means for such an offence the Police officer may arrest without warrant.
- Non-bailable:- means the police cannot grant bail in such a case.
- Non-compoundable:- means the parties to the case cannot settle the case and decide not to prosecute.

# DO n'Ts fOr MeDical PrOfessiOnals

- i. DO NOT DISCLOSE THE SEX of the child to anyone - under any pressure or in any circumstances. It is against the medical ethics and an offence under the PC & PNDT Act.
- ii. Do not start an Ultrasound clinic without registration under PC & PNDT Act.
- iii. Do not visit any clinic or hospital for Ultrasound unless it is registered under the PC-PNDT Act, even if it is for non-obstetric reasons.
- iv. Registration certificates are non-transferable. Do not give your certificate to anyone or any place unless you are visiting it regularly as per the Act.
- v. Do not give an experience certificate to anyone. It is illegal under the law now.
- vi. Do not get scared by anyone. If you are following all the rules as per the PC & PNDT Act, you need not scare.
- vii. Do not allow anyone to check your records unless the person is accompanied by the AA.
- viii. Don't conduct Ultrasound without referral slip, starting clearly reason for the Ultrasound.
- ix. Don't purchase machine without intimation/permission of the Appropriate Authority.
- x. Don't change place without intimation/permission to Appropriate Authority.
- xi. Never employ any non-qualified person to conduct the Ultrasound.
- xii. Don't change any Radiologist without intimating local Appropriate Authority & get name added/deleted in Form B.
- xiii. Don't transfer certificate of Registration to any person, organization or company.
- xiv. Do not keep additional TV monitor towards feet end of pt. displayed USG image and in the room where Sonography machine is kept.
- xv. No picture of God/Goddess in Ultrasound Room & waiting area.
- xvi. Fill the online Form F in all respects and do not forget to sign it before you take the next patient.
- xvii. No self Referral is allowed.
- xviii. 3D/4D can be done.. but it cannot be shared with patient or referral consultant in printing or CD.

**Our TN&PY IRIA - PC&PNDT Act Co-ordinators :**  
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