[LB 0212] **AUGUST 2012** **Sub. Code: 1301**
DIPLOMA IN MEDICAL RECORD SCIENCE
FIRST YEAR
PAPER I – MEDICAL RECORD SCIENCE
Q.P. Code : 841301

Time : Three hours **Maximum : 100 marks**
(180 Mins)   **Answer ALL questions in the same order.**

I. Elaborate on:

	Pages (Max.)	Time (Max.)	Marks (Max.)
1. Explain the content of the Medical Record.	7	20	10
2. Write required characteristics of entries in Medical Record.	7	20	10
3. What are the four basic components of management?	7	20	10

II. Write notes on:

1. Content of the Disease and Procedure Indexes.	4	9	5
2. Explain value of the Medical Records.	4	9	5
3. State the purpose of a number index, disease and operation index.	4	9	5
4. Write Policies, Rules, Procedures and Standards in Medical Record Management.	4	9	5
5. Write Inpatient Assembling Order.	4	9	5
6. Explain Hospital Death rate with formula.	4	9	5
7. Explain methods of releasing information.	4	9	5
8. Steps in preparing a record for micro filing.	4	9	5
9. Explain special consideration forms design.	4	9	5
10. Explain responsibilities of Medical Record Officer.	4	9	5

III. Short Answers on:

1. Consultation Report.	1	3	2
2. Formula of Autopsy rates (Gross and Net).	1	3	2
3. Define "Obstetrics" and "Not Delivered".	1	3	2
4. Admission/Discharge Record.	1	3	2
5. Define Directing Function.	1	3	2
6. Components of Management.	1	3	2
7. Computerized Patient Records.	1	3	2
8. Purging of Record.	1	3	2
9. Basic Forms design rules.	1	3	2
10. Medical Records Committee.	1	3	2

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[LC 0212] **FEBRUARY 2013** **Sub. Code: 1301**

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Time : Three hours **Maximum : 100 marks**

Answer ALL questions.

I.Elaborate on: (3X10=30)

1. Explain uses and values of the Medical Records.
2. Write components of the Qualitative and Quantitative Analysis.
3. History of Medical Records in 18th and 19th Centuries.

II. Write notes on: (10X5=50)

1. Explain Source oriented Medical Record and Problem Oriented Medical Records.
2. Write three types of Filing System.
3. Explain Patient Admission and Discharge Registers.
4. Write about the Master Patient Index.
5. Methods of Preparing Subpoenaed Records for Court.
6. Identify the five components of paper forms.
7. Six sources of leadership Power.
8. What is layout, Explain Important points in layout?
9. Explain confidentiality of Medical Records.
10. Write the about the legal aspects of Medical Records.

III. Short Answers on: (10X2=20)

1. Current Procedures Terminologies.
2. Progress notes.
3. Medical Record Committee.
4. Inpatient Bed occupancy Rate.
5. Define 'Inpatient Discharge'.
6. Define "Subpoenas".
7. Who is the Ownership of the Medical Record?
8. Serial Unit Number System.
9. Inactive Medical Records.
10. Define American Health Information Management Association.

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FIRST YEAR
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Time : Three hours   **Maximum : 100 marks**
Answer All questions.

I. Elaborate on :   (3x10 = 30)

1. Detail ten reasons why medical records are valuable to patient care?
2. What general characteristics of documentation does a person performing qualitative analysis look for in a medical record?
3. Explain confidentiality of medical records

II. Write Short notes on: (10 X 5=50)

1. List out the steps in Problem analysis and Decision making
2. Name three medical record forms which are usually the sole responsibility of Nursing service
3. Define centralized and decentralized filing, and summarize the advantages of centralization of medical records
4. Name two technological advances of the twentieth century which have assisted hospitals in the organization and storage of medical record data?
5. Describe how the departmental 'layout' is also play a vital role of the efficient function
   of the management?
6. What is the purpose of Peer Review Organizations?
7. Explain-Privileged communication status
8. List out the Assessment of the patient in Mental Health Record
9. Describe the content of a completed case record describing rehabilitation services
10. What are the commonly used units of measure in ambulatory health care?

III. Short Answers on: (10 X 2=20)

1. Define MBO
2. Owner of the medical record
3. What are the contents of the Admission/Discharge record?
4. Define 'file expansion'
5. Define 'Privacy act of 1974'
6. Who is Walter Shewart?
7. Who is Philip Crosby?
8. What are the components of Risk Management Program?
9. Explain-work simplification
10. Define 'Unit numbering'

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