

[LD 0212]

AUGUST 2013

Sub. Code: 1314

DIPLOMA IN MEDICAL RECORD SCIENCE

SECOND YEAR

PAPER IV– HOSPITAL ORGANIZATION & ADMINISTRATION

Q.P. Code : 841314

Time: Three Hours

Maximum: 100 Marks

Answer all questions

I ELABORATE ON:

3 x 10 = 30

1. Briefly human Resource Management
2. Explain needs and importance of Medical Records Department
3. Explain needs and importance of Nursing Services for the Hospital

II WRITE NOTES ON

10 x5 = 50

1. Explain Medical Audit
2. Explain the management of support services in a hospital
3. Write about Consents
4. Explain Out Patient Services
5. Functions of the Public Relations Department
6. Write about Emergency Services
7. Organization chart by function in Medical Records Department
8. Explain Medical Legal Case
9. Explain about patient rooms
10. Functions of the Admitting Office.

III SHORT ANSWERS ON:

10 x 2 = 20

1. Mention the types of health services
2. Types of Doctors
3. Law of Tort
4. Four General laws applicable to hospital
5. Give five promotional tools of public relation office
6. Define Nuclear Medicine
7. Write about occupational therapy
8. List the function of the CSSD
9. Types of consent.
10. Goals of Audiology.
