

**DIPLOMA IN MEDICAL RECORD SCIENCE  
FIRST YEAR  
PAPER I – MEDICAL RECORD SCIENCE**

*Q.P. Code : 841301*

**Time : Three hours**

**Maximum : 100 marks**

**Answer All questions.**

**I. Elaborate on:**

**(3x10 = 30)**

1. Draw the flow of the Inpatient records and explain the processes taken in each of the working areas.
2. How you will plan the work environment of your department?
3. Describe the three legal theories used to support damage suits for unauthorized disclosure of medical record information.

**II. Write Short notes on:**

**(10x5 = 50)**

1. What are the uses of medial record?
2. Explain-Impersonal document
3. List the four elements of the Problem-Oriented Medical Records?
4. Explain Terminal digit filing system
5. What are the advantages of having Unit numbering system?
6. List out the reasons why open-shelf filing units are preferable to other filing equipments for medical record storage in the file areas?
7. What are the uses of color coding of record folders?
8. What are the uses of physician's index?
9. Explain-Standards
10. What do you mean by Staff Authority?

**III. Short Answers on:**

**(10x2 = 20)**

1. In which form medical records were developed in USA during 16<sup>th</sup> century?
2. What are the types of Acute Care Hospitals?
3. Who is a follow up or revisit patient?
4. Who is the owner of the medical record?
5. What are the uses of 'record request' form?
6. What are the characteristics of good medial record?
7. What do you mean by 'record completion'?
8. Who is the first physician or record in Egypt?
9. What is TPR chart?
10. List out the different terms on consent?

\*\*\*\*\*