

[LG 0215]

FEBRUARY 2015

Sub. Code: 1314

DIPLOMA IN MEDICAL RECORD SCIENCE

SECOND YEAR

PAPER IV – HOSPITAL ORGANIZATION AND ADMINISTRATION

Q.P. Code : 841314

Time: Three Hours

Maximum: 100 Marks

Answer all questions

I. Elaborate on:

(3 x 10 = 30)

1. What are the abilities and role profile of a Hospital Administrator?
2. Who are the members of the Quality Council? What is their role?
3. What are the objectives of the Medical Staff Organization?

II. Write notes on:

(10 x 5 = 50)

1. What are the objectives of the operating department?
2. What are the characteristics of a good Medical Records?
3. What do you mean by Problem Oriented Medical Records?
4. List out any 5 responsibilities of a Personnel Manager
5. What are the factors that affect the Hospital expenditure? List out any 5.
6. What is daycare? What are its benefits?
7. Explain informed consent.
8. Explain any two format types of Medical Records.
9. Explain any two types of Numbering systems.
10. What are the two types of Planning? Explain them.

III. Short answers on:

(10 x 2 = 20)

1. List out the members of the Medical Committee.
2. Define performance appraisal.
3. Write any 3 objectives of the Nursing Service.
4. Write short notes on daycare.
5. Write short notes on Microfilming.
6. Write the formula for Average daily newborn inpatient census.
7. Name the 3 types of methods of filing.
8. Write short notes on Casualty services.
9. Write short notes on organ transplants.
10. Write short notes on confidential records.
