

[LJ 0816]

AUGUST 2016

Sub. Code: 1314

**DIPLOMA IN MEDICAL RECORD SCIENCE
SECOND YEAR
PAPER III – HOSPITAL ORGANISATION AND ADMINISTRATION**

Q.P. Code: 841314

Time : Three Hours

Maximum : 100 Marks

Answer All questions.

I. Elaborate on:

(3 x 10 = 30)

1. Functions of the Governing Body in a Hospital.
2. Types of Hospitals.
3. Functions of Management.

II. Write Notes on:

(10 x 5 = 50)

1. Management.
2. Supervision.
3. Administrative Committee.
4. Medical Committee.
5. Quality Assurance Committee.
6. Infection Control Committee.
7. Uniqueness of the hospital.
8. Objective of a hospital.
9. Hospital Information Department.
10. Personnel in Hospitals.

III. Short Answers on:

(10 x 2 = 20)

1. Organization.
2. Hospital.
3. Communication.
4. Medical Records.
5. Department Heads.
6. Professional Education.
7. Organizational principles.
8. Structure.
9. Barriers of communication.
10. Vision.
