

**AUGUST 2005**

**[KN 864]**

**Sub. Code : 5502**

**BACHELOR OF MEDICAL RECORD SCIENCE  
DEGREE EXAMINATION.**

**Second Semester**

**Paper II — MEDICAL RECORD SCIENCE**

**Time : Three hours**

**Maximum : 60 marks**

**Sec. A & B : Two hours and  
fifty minutes**

**Sec. A & B : 50 marks**

**Sec. C : Ten minutes**

**Sec. C : 10 marks**

**Answer Sections A and B in the SAME answer book.**

**Answer Section C in the answer sheet provided.**

**SECTION A — (2 × 15 = 30 marks)**

**Answer ALL questions.**

- 1. Define medical records and list its uses.**
- 2. What is Medical audit and list any three quantitative deficiencies.**

**SECTION B — (4 × 5 = 20 marks)**

**Answer any FOUR questions.**

- 3. (a) Explain the types of Medical Record format.  
(b) How will you deal with incomplete medical records?  
(c) What are the functions of medical records department?  
(d) Describe serial and unit numbering systems and list their advantages and disadvantages.  
(e) Write short notes on the following :  
(i) Subpoena.  
(ii) Medico legal case.  
(f) What are the functions and responsibilities of a Medical Record committee?**

**FEBRUARY 2006**

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**Time : Three hours                      Maximum : 60 marks**

**Sec. A & B : Two hours and              Sec. A & B : 50 marks  
fifty minutes**

**Sec. C : Ten minutes                      Sec. C : 10 marks**

**Answer Sections A and B in the SAME answer book.**

**Answer Section C in the answer sheet provided.**

**SECTION A — (2 × 15 = 30 marks)**

**Answer ALL questions.**

1. How many types of index are to be maintained in Medical Record Department and explain the purpose served by each index?
2. Organisation and functions of the Medical Record Committee may be explained in detail.

**SECTION B — (4 × 5 = 20 marks)**

**Answer any FOUR questions.**

3. (a) Write short notes on :
  - (i) Unit numbering
  - (ii) Retention of Medical Records.
- (b) Define the following :
  - (i) Discharge order
  - (ii) Cross Indexing.
- (c) How do you compute the percentages (ratios) for the following?
  - (i) Maternal death rate
  - (ii) Bed occupancy rate.
- (d) Deficiency check in Medical records department – useful. How?
- (e) Briefly discuss the centralised filing system with decentralised filing system and explain the most desirable system with reasons.
- (f) Explain the legal values of Medical Records.

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**Paper II — MEDICAL RECORD SCIENCE**

Time : Three hours	Maximum : 60 marks
Descriptive : Two hours and fifty minutes	Descriptive : 50 marks
Objective : Ten minutes	Objective : 10 marks

**Answer ALL questions.**

**(2 × 15 = 30)**

- 1. Explain the values and uses of Medical Records in the Hospital Administration.**
- 2. "The responsibility of the Medical Record Administrator as an executive is to plan, organize and control the activities of his department" — Explain in detail.**

**Answer any FOUR questions.**

**(4 × 5 = 20)**

- 3. (a) What is Medical Audit and how it can be conducted?**

**(b) How do you propose to organize and maintain the Medico-legal records in your hospital? Explain the procedures involved in this.**

- (c) Explain the following terms :**

- (i) Infectious Disease**
- (ii) Neonatal Death**
- (iii) Emergency**
- (iv) Admission.**

- (d) 'Medical Records are confidential documents'. How can you safeguard the confidentiality.**

- (e) Write short notes on :**

- (i) Report of Consultation**
- (ii) Report of operation**
- (iii) Live Birth.**

- (f) Explain deficiency check in Medical Records.**
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