

B.Sc. MEDICAL RECORD SCIENCE
(Candidates admitted form 2010-2011 onwards)

FIRST YEAR

PAPER III – MEDICAL RECORD SCIENCE

Q.P. Code: 801703

Time : Three Hours

Maximum : 100 marks

Answer ALL questions in the same order.

I. Elaborate on:

Pages	Time	Marks
(Max.)	(Max.)	(Max.)

- | | | | |
|--|---|---------|----|
| 1. Explain Records Management. What are the four basic components emerge management. | 7 | 20 min. | 10 |
| 2. Describe how a health information practitioner collected type of data in a hospital data collection system. | 7 | 20 min. | 10 |
| 3. Write about numbering system and 3 types of filing system with example. | 7 | 20 min. | 10 |

II. Write notes on:

- | | | | |
|--|---|---------|---|
| 1. Write about Medical Records uses and values. | 4 | 10 min. | 5 |
| 2. Explain components of Qualitative Analysis in Medical Records. | 4 | 10 min. | 5 |
| 3. Explain Security of Medical Records. | 4 | 10 min. | 5 |
| 4. Describe the function of registers. Identify four types of registers maintained in medical records. | 4 | 10 min. | 5 |
| 5. Explain essential characteristics of hospital. | 4 | 10 min. | 5 |
| 6. Write short notes on post-operative infection rate and average length of stay. | 4 | 10 min. | 5 |
| 7. Write Ownership of the Medical Record. | 4 | 10 min. | 5 |
| 8. Responsibility for Medical Record Committee. | 4 | 10 min. | 5 |

III. Short answers on:

- | | | | |
|--|---|--------|---|
| 1. Define American Hospital Association and World Health Organization. | 2 | 4 min. | 3 |
| 2. Identify the five components of Paper Forms. | 2 | 4 min. | 3 |
| 3. Write about Cancer Registry. | 2 | 4 min. | 3 |
| 4. Write inactive medical Records. | 2 | 4 min. | 3 |
| 5. Concurrent review and retrospective review. | 2 | 4 min. | 3 |
| 6. In-patient Assembling order. | 2 | 4 min. | 3 |
| 7. Formula of Bed Occupancy rate and Average length of stay. | 2 | 4 min. | 3 |
| 8. Define "Subpoenas". | 2 | 4 min. | 3 |
| 9. Short notes on secondary records. | 2 | 4 min. | 3 |
| 10. Important points in Medical Record Layout. | 2 | 4 min. | 3 |

[LC 0212]

FEBRUARY 2013

Sub. Code: 1703

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FIRST YEAR

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Q.P. Code: 801703

Time : Three Hours

Maximum : 100 marks

Answer ALL questions

I. Elaborate on:

(3 x 10 = 30)

1. Four Basic components of Medical Record Management.
2. Explain the different types of numbering and filing system.
3. Explain the Content of the Medical Records.

II. Write notes on:

(8 x 5 = 40)

1. Describe security of Medical Records.
2. Problem Oriented Medical Records.
3. Explain Medical Records planning and organizing function.
4. Consent for release of information.
5. Explain types of Register used in Medical Records.
6. How to preparing Subpoenaed Records for Court.
7. Component of Qualitative Analysis.
8. Responsibility of the Medical Record Officer.

III. Short Answers on:

(10 x 3 = 30)

1. Formula of Gross Death Rate
2. Problem Oriented Medical Records
3. Required entries in Medical Records.
4. Components of Quantitative Analysis.
5. Basic Forms Design Rules.
6. List Techniques used in locating Misfiled records.
7. International classification of diseases.
8. Content of the Patient Index.
9. Register of the Birth and Death.
10. Define Average length of stay.

[LD 0212]

AUGUST 2013

Sub. Code: 1703

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FIRST YEAR

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Time : Three Hours

Maximum : 100 marks

Answer ALL questions

I. Elaborate on:

(3 x 10 = 30)

1. Define hospice, identify agencies which establish standards for hospices and describe medical record content appropriate for hospice programs.
2. List out the aspects looked at qualitative analysis of records.
3. What are the components of forms control program?

II. Write notes on:

(8 x 5 = 40)

1. Who is Dr. Lawrence Weed? What is his contribution towards medical records?
2. Describe the various methods used to transmit and record medical record information during the 18th and 19th centuries.
3. What elements are included in the complete assessment of the mental health patient?
4. List out the Planning tools and explain why it is a must for us to have in Planning Function?
5. List out the JCAHO's 10 steps process under Management of Quality?
6. Discuss-Subpoena.
7. List out the unique theories of several pioneers in Quality Improvement.
8. Describe the role and relationship of the Nursing Service with medical record department?

III. Short Answers on:

(10 x 3 = 30)

1. Inpatient Hospitalization.
2. Inpatient Discharge.
3. Fetal Death.
4. Live Birth.
5. Induced Termination of Pregnancy.
6. Vital Records and Statistics.
7. Inpatient Bed Occupancy Rate.
8. Postoperative Infection Rate.
9. Consultation Report.
10. Discharge Summary.

[LE 0212]

FEBRUARY 2014

Sub. Code: 1703

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FIRST YEAR

PAPER III – MEDICAL RECORD SCIENCE

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Time : Three Hours

Maximum : 100 marks

Answer ALL questions

I. Elaborate on:

(3 x 10 = 30)

1. Define confidentiality and privacy.
2. Describe the computer application in the Health Information Department.
3. What are the uses and values of medical records?

II. Write notes on:

(8 x 5 = 40)

1. List out the reasons why open-shelf filing units are preferable to file cabinets for medical record storage in the file area?
2. Monthly and Annual Reports.
3. List out the guidelines that are suggested for both computerized and manual master patient index by the Health Information Management?
4. Systematized Nomenclature of Medicine (SNOMED).
5. Transportation of Records.
6. List out the Filing rules and Procedures.
7. Terminal Digit filing system.
8. Incomplete Medical Record Control.

III. Short Answers on:

(10 x 3 = 30)

1. Case Mix Classification.
2. Respite Care.
3. Medical Record Professional in Ambulatory Care.
4. Source-Oriented Medical Record.
5. Quality Monitors.
6. List out the different type of plans that are used in Planning Function.
7. Components of a Risk Management Program.
8. Quantitative analysis of medical records.
9. Colour coding of Record Folders.
10. Techniques used in locating misfiled records.

[LF 0212]

AUGUST 2014

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Time : Three Hours

Maximum : 100 marks

Answer ALL questions

I. Elaborate on:

(3 x 10 = 30)

1. Explain Health-related association organizations.
2. Explain content of the Medical record.
3. Describe record Numbering and filing system.

II. Write notes on:

(8 x 5 = 40)

1. Explain the American Health Information Management Association.
2. Write about consent for release of information.
3. Physician's order.
4. Medical Record Committee.
5. The component of quantitative analysis.
6. Special consideration for paper forms design.
7. Hospital Death Rate.
8. Explain 'Master patient index'.

III. Short Answers on:

(10 x 3 = 30)

1. Allied Health Practitioners.
2. Medical record administrator.
3. Special consents.
4. Inactive Medical records.
5. Secondary records.
6. Type consents.
7. Discharge summary.
8. Current procedural terminology.
9. Physician's index.
10. Inpatient Admission.

[LG 0215]

FEBRUARY 2015

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Q.P. Code: 801703

Time : Three Hours

Maximum : 100 marks

Answer ALL questions

I. Elaborate on:

(3 x 10 = 30)

1. Explain Medical Record and role of today's patient records.
2. Explain Four Basic components of Medical Record Management.
3. Explain Medical History and content for the history.

II. Write notes on:

(8 x 5 = 40)

1. Explain Problem Oriented Medical Record.
2. Components of Qualitative Analysis.
3. Explain types of filing systems
4. Write physical facilities in the file area.
5. Problem Analysis and Decision making.
6. Explain Medical Audit.
7. Types of Numbering Systems.
8. Explain Legal aspects of Medical Records.

III. Short Answers on:

(10 x 3 = 30)

1. Integrated Medical Records.
2. Deficiency Notification.
3. Steps to Locating misfiles.
4. Organization chart by Medical record function.
5. Hospital Death Rate.
6. Bed Occupancy Rate.
7. Live Birth.
8. Tumor Register.
9. Basic Forms design rules.
10. Progress Notes.

[LH 0815]

AUGUST 2015

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Time : Three Hours

Maximum : 100 marks

Answer ALL questions

I. Elaborate on:

(3 x 10 = 30)

1. Describe four methods of releasing information to the court.
2. Explain Centralization and Decentralization of Medical Records.
Give their advantages and disadvantages.
3. Explain four types of Hospital based ambulatory care.

II. Write notes on:

(8 x 5 = 40)

1. Write notes on Termination of employee.
2. Write notes on confidentiality of Medical Record.
3. Write about birth and death registers.
4. What are the responsibilities of Medical Record Department?
5. Describe any five uses of Medical Record.
6. Write short notes on JCAHO.
7. What are the objectives of Form control progress?
8. Explain Incomplete Medical Record and deficiency notification.

III. Short Answers on:

(10 x 3 = 30)

1. What is serial numbering?
2. Write notes on Physician's order.
3. Give the definition of Inpatient Admission.
4. Write notes on Medicare.
5. Write about the value of Physician Index.
6. Write about security of Medical Record.
7. Give the formula for 'Bed' Turnover.
8. Write about 'Source-Oriented Medical Record'.
9. What is Medical Record?
10. Write notes on components of Qualitative Analysis.

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Time : Three Hours

Maximum : 100 Marks

Answer All Questions.

I. Elaborate on:

(3 x 10 = 30)

1. Write in detail about the developments of Medical Records from 18th Century to till date?
2. Explain Medical History and Content for the history.
3. Describe the computer application in the Health information department.

II. Write Notes on:

(8 x 5 = 40)

1. Monthly and Annual Report.
2. Medical Records committee.
3. Hospital Death Rate.
4. Describe any five uses in Medical Records.
5. What is Serial Numbering?
6. What elements are included in the complete assessment of the Mental health Records.
7. Write short notes on Post operative infection rate and Average length of stay.
8. Systematized Nomenclature of Medicine (SNOMED).

III. Short Answers on:

(10 x 3 = 30)

1. What are the various types of filing system?
2. What do you understand by the term “census”?
3. What do you understand by the term MLC and Non medico-legal cases?
4. Basic form Design Rules.
5. International Classification of Disease.
6. Discharge summary.
7. Components of a Risk Management Program.
8. Techniques used in locating Misfiling.
9. Patient index records.
10. Define Average length of stay.

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Time : Three Hours

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Answer All Questions.

I. Elaborate on:

(3 x 10 = 30)

1. Write in detail about the establishment and functions of the Medical Records department in a hospital with major specialty.
2. Explain Medical Records and Brief its uses and values.
3. Explain four types of hospital Ambulatory care.

II. Write Notes on:

(8 x 5 = 40)

1. Write notes on confidentiality of Medical Records.
2. Write short notes on JCAHO.
3. Explain Problem Oriented Medical Records.
4. Explain various types of Registers that are used in the Medical Records department.
5. Terminal digit Filing system.
6. Medical records committee.
7. Explain Medical Audit.
8. Explain legal Aspects of Medical Records.

III. Short Answers on:

(10 x 3 = 30)

1. Integrated Medical Records.
2. Discharge summary.
3. Progress Notes.
4. Write about Source Oriented Medical Records?
5. Hospital Death Rate.
6. Deficiency Notification.
7. Steps to taking misfiling.
8. Explain the method of releases information.
9. Live birth.
10. Consultation Reports.

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Time: Three Hours

Maximum: 100 Marks

Answer all questions

I. Elaborate on:

(3 x 10 = 30)

1. What is Subpoena? Explain the methods of preparation and releasing information to the court.
2. Define what is Centralization and Decentralization in medical records and Explain their advantages and disadvantages.
3. What is EMR? Explain its application in the medical records department.

II. Write notes on:

(8 x 5 = 40)

1. Write a short note on “Middle Digit Filing” system and its advantages to convert from Straight Numeric Filing.
2. Explain the purpose and uses of medical records.
3. Explain source oriented medical records with an example.
4. How will you compute average length of stay? Explain with an example.
5. Explain Hospital Based Ambulatory Care records.
6. Explain the types of permanent registers used in medical records.
7. Explain Dr. Lawrence Weed contribution towards medical records.
8. Describe techniques used in locating misfiled medical records.

III. Short answers on:

(10 x 3 = 30)

1. Define “Net Death Rate”.
2. Write the importance of “Doctor’s order”.
3. Write the importance of operation consent form.
4. Why “Discharge Summary” is provided to patients?
5. Uses of International Classification of Disease coding.
6. Write the formula with an example to compute “Average Patient per Day”.
7. What is “Unit Numbering System”?
8. Define confidentiality of medical records.
9. Write five basic roles of a medical records officer.
10. What is “Zero Hours”? Explain.

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Answer all questions

I. Elaborate on:

(3 x 10 = 30)

1. Write about numbering system and 3 types of filing system. With example.
2. Explain the content of the medical records.
3. Define hospice. Identify agencies which establish standards for hospices and describe medical record content appropriate for hospice programs?

II. Write notes on:

(8 x 5 = 40)

1. Who is Dr. Lawrence Weed? What is his contribution towards medical records?
2. List out the JCAHO'S 10 step process under management of quality.
3. Discuss – Subpoena.
4. Explain Legal Aspects of medical records.
5. Explain Medical Audit.
6. Components of Qualitative analysis.
7. Describe any five uses of medical record.
8. What are the responsibilities of Medical Record Department?

III. Short answers on:

(10 x 3 = 30)

1. Give the definition of Inpatient Admission.
2. Write about Source Oriented Medical Record.
3. Define "Net Death Rate".
4. Define confidentiality of Medical Records.
5. Discharge Summary.
6. Basic form design rules.
7. What do you understand by the term Census?
8. Techniques used in locating misfiling.
9. Inpatient assembling order.
10. Live birth.
