

[LD 0212]

AUGUST 2013

Sub. Code: 1712

**BACHELOR OF MEDICAL RECORD SCIENCE**

**(Candidates admitted form 2010-2011 onwards)**

**SECOND YEAR**

**PAPER II – INFORMATION TECHNOLOGY - I**

*Q.P. Code : 801712*

**Time : Three hours**

**Maximum : 100 marks**

**Answer All questions.**

**I. Elaborate on :**

**(3x10 = 30)**

1. Describe Terms used in database system and common functions of Database system.
2. Describe difference between data files and program files?
3. What is EMR and explain the purpose of EMR?

**II. Write notes on:**

**(8 x 5 = 40)**

1. Write short notes on e-mail?
2. Explain Input and Output Devices in detail?
3. Explain different Types of Network?
4. Discuss internet and WWW in detail?
5. What is a spread sheet and what are the data types in MS Excel?
6. Explain multimedia and multimedia tools in brief?
7. Explain the process of Backup and Archival.
8. Explain Relational database?

**III. Write short answers on:**

**(10 x 3 = 30)**

1. How the Internet works?
2. Write short notes on Email
3. Explain folders, Directories and sub directories.
4. Difference between spread sheet and Word Processing?
5. Describe the operations of Multimedia?
6. What are the various network operating system?
7. What is the use of barcode and barcode reader?
8. What is a backup?
9. What is the use of Password/Security?
10. What are the types of Memory?

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[LF 0212]

AUGUST 2014

Sub. Code: 1712

**BACHELOR OF MEDICAL RECORD SCIENCE**  
**(Candidates admitted form 2010-2011 onwards)**  
**SECOND YEAR**  
**PAPER II – INFORMATION TECHNOLOGY - I**

*Q.P. Code : 801712*

**Time : Three hours**

**Maximum : 100 marks**

**Answer All Questions.**

**I. Elaborate on :**

**(3x10=30)**

1. What are the advantages and disadvantages of computers to individuals and hospitals?
2. Explain about the following terms of an email inbox:  
a) Inbox    b) Sent    c) Draft    d) Compose    e) Trash
3. What are input and output devices? Explain about 2 input and 2 output devices.

**II. Write notes on:**

**(8x5=40)**

1. Define Database and explain the various functions of the database.
2. Define electronic medical records. List its uses.
3. Explain Multimedia and its uses with examples.
4. Explain about safety on the internet
5. What are the different types of computer memory?
6. What are the types of software and their functions?
7. What are data files? Explain with examples.
8. Explain about data compression and list its uses.

**III. Write answers on:**

**(10x3=30)**

1. Define operating system and provide examples.
2. Uses of Printer in a Medical Records department
3. Advantages of using a mouse when working with a computer.
4. How will you rename a folder?
5. Uses of computer network.
6. What is a compact Disc?
7. Explain about LAN
8. Limitations of internet
9. Uses of a scanner
10. Explain auto sum function in Microsoft Excel.

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[LH 0815]

AUGUST 2015

Sub. Code: 1712

**B.Sc. MEDICAL RECORD SCIENCE**  
**SECOND YEAR**  
**PAPER II – INFORMATION TECHNOLOGY - I**

*Q.P. Code: 801712*

**Time: Three Hours**

**Maximum: 100 Marks**

**Answer all questions**

**I. Elaborate on:**

**(3 x 10 = 30)**

1. List the various parts of a computer and list the uses of computer in medical records.
2. Explain about Electronic Medical Records and its advantages.
3. Explain about the various capabilities and the limitations of internet?

**II. Write notes on:**

**(8 x 5 = 40)**

1. Explain about program files.
2. Explain how to create a folder on the desktop.
3. Explain networks and network connectivity.
4. Explain about software and its use?
5. Explain about Email and list its uses.
6. What are the functions of a database system?
7. List input devices and explain their purpose.
8. Describe data storage devices in a computer.

**III. Short answers on:**

**(10 x 3 = 30)**

1. What is software and hardware?
2. Uses of scanner in a Medical Records department.
3. Explain briefly about operating systems.
4. Explain safety on the internet.
5. List common terms used in database.
6. Name three output devices.
7. Explain briefly about spreadsheet.
8. List the types of memory in a computer.
9. What is hospital Information System?
10. What is the use of barcode and barcode reader?

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[LI 0216]

FEBRUARY 2016

Sub. Code: 1712

**B.Sc. MEDICAL RECORD SCIENCE**  
(Candidates admitted from 2010-2011 onwards)  
**SECOND YEAR**

**PAPER II – INFORMATION TECHNOLOGY - I**

*Q.P. Code: 801712*

**Time: Three Hours**

**Maximum: 100 Marks**

**Answer all questions**

**I. Elaborate on:**

**(3 x 10 = 30)**

1. Explain the capabilities and limitations of internet.
2. Define database. Explain use of database in medical records.
3. Explain about Hospital information system with Electronic Medical Records?

**II. Write notes on:**

**(8 x 5 = 40)**

1. Explain about program files and data files.
2. Explain how to copy, rename and delete files on the desktop?
3. List common input and output devices of a computer.
4. Advantages of computer to individuals and businesses.
5. What are the types of software? Explain their functions.
6. How to attach and send a document using email?
7. What are the parts of a computer?
8. Explain the following components of email: a) Inbox b) Sent mail

**III. Short answers on:**

**(10 x 3 = 30)**

1. Functions of a database.
2. Uses of printer in a Medical Records department.
3. Use of computer thesaurus.
4. How will you create a folder?
5. What is network?
6. What is the importance of backup?
7. Describe data storage devices.
8. What is multimedia?
9. Uses of email.
10. Explain bookmarks.

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

**SECOND YEAR**

**PAPER II – INFORMATION TECHNOLOGY - I**

*Q.P. Code: 801712*

**Time: Three Hours**

**Maximum: 100 Marks**

**Answer all questions**

**I. Elaborate on:**

**(3 x 10 = 30)**

1. Data Compression techniques.
2. Network types and Protocols.
3. Computer storage capacity.

**II. Write notes on:**

**(8 x 5 = 40)**

1. Use services and tools offered on the Internet.
2. Sending electronic messages using appropriate format.
3. Use of network to access file and store file.
4. Load media devices.
5. Correct safety procedure.
6. Designing report format.
7. Locating and retrieving information from a variety of electronic sources.
8. Merging a database application and spreadsheet application with word processing document.

**III. Short answers on:**

**(10 x 3 = 30)**

1. Define Internet.
2. How to compose electronic messages?
3. How to troubleshoot basic computer malfunction?
4. Identify the advantages and disadvantages of computer to individuals and business.
5. Give a note on Run diagnostics.
6. Mention the need on SCSI Interface.
7. How to sort records based on multiple files?
8. Specify the steps to Input, Update and Store data into records in an existing database.
9. Mention the steps to perform Merge function.
10. How to integrate Database, Spreadsheet and Graphic files?

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**B.Sc. MEDICAL RECORD SCIENCE**  
**(Candidates admitted from 2010-2011 onwards)**  
**SECOND YEAR**

**PAPER II – INFORMATION TECHNOLOGY - I**

*Q.P. Code: 801712*

**Time: Three Hours**

**Maximum: 100 Marks**

**Answer all questions**

**I. Elaborate on:** **(3 x 10 = 30)**

1. Operation of output Devices.
2. Data Storage devices.
3. Communication Standards.

**II. Write notes on:** **(8 x 5 = 40)**

1. Internet capabilities and limitations
2. Composing electronic messages.
3. Network Connectivity.
4. Monitoring peripheral equipment operation.
5. Creating data directories and sub directories and placing files in sub directories.
6. Creating spreadsheet to Input, Update and Store data in spreadsheet.
7. Preparing, Placing and sending information on the Internet.
8. Backup and Archival disciplines.

**III. Short answers on:** **(10 x 3 = 30)**

1. How does the Internet work?
2. Write short notes on the use of network to access file.
3. How to monitor peripheral equipment operation?
4. Give a note on Formatting Disk.
5. Mention the steps to perform backup procedure.
6. Differentiate Data files and program files.
7. Specify the steps to transfer data to and from Remote Database.
8. What is the procedure to open stored spreadsheet and update data into spreadsheet?
9. How is data stored in main computer memory?
10. Write note on the use of multimedia techniques / resources.

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

**SECOND YEAR**

**PAPER II – INFORMATION TECHNOLOGY - I**

*Q.P. Code: 801712*

**Time: Three Hours**

**Maximum: 100 Marks**

**Answer all questions**

**I. Elaborate on:** **(3 x 10 = 30)**

1. Different types of Software applications.
2. Purpose of Input Devices.
3. Common functions of Database System.

**II. Write notes on:** **(8 x 5 = 40)**

1. Safety in internet.
2. Transmitting document using electronic mail system.
3. Difference between Network software and Individual use software.
4. Operating scanner devices.
5. Manipulating files.
6. Proofread Database.
7. Scanning documents onto a formatted storage medium and importing into a word processing program.
8. Types of Memory.

**III. Short answers on:** **(10 x 3 = 30)**

1. How to connect to the internet via Modem, ISDN?
2. Define Electronic Mail.
3. Give a note on operating Print Devices.
4. Identify the roles and equipment used for Input, Processing and Output in Information System.
5. Define Software Types.
6. What is the purpose of Input Devices?
7. Define Database.
8. How to print quick reports from Database?
9. Write short note on Data Representation.
10. Demonstrate the use of Computer Thesaurus.

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

**SECOND YEAR**

**PAPER II – INFORMATION TECHNOLOGY - I**

*Q.P. Code: 801712*

**Time: Three Hours**

**Maximum: 100 Marks**

**Answer all questions**

**I. Elaborate on:**

**(3 x 10 = 30)**

1. Explain with example how database management is done in medical records?
2. Explain Internet, networking, network types and protocols.
3. Explain about internet capabilities and limitations.

**II. Write notes on:**

**(8 x 5 = 40)**

1. What are the steps for designing a report format?
2. Explain in brief regarding the services and tools in internet.
3. Explain the significance of Electronic medical records in Hospital information system.
4. Write the steps to merge a database or a spread sheet data into a word document.
5. Describe backup and archival disciplines.
6. Explain how computer system executes program instructions?
7. Explain about computer storage capacity and data storage devices.
8. Difference between network operating system and Operating system.

**III. Short answers on:**

**(10 x 3 = 30)**

1. List the types of memory.
2. What is a bookmark?
3. List any three uses of network connectivity.
4. Any two uses of storing data in database.
5. What are data storage devices?
6. Describe need for application software.
7. Explain the purpose of scanner.
8. What is a database?
9. Define Electronic mail.
10. What is network protocol?

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

**SECOND YEAR**

**PAPER II – INFORMATION TECHNOLOGY - I**

*Q.P. Code: 801712*

**Time: Three Hours**

**Maximum: 100 Marks**

**Answer all questions**

**I. Elaborate on:**

**(3 x 10 = 30)**

1. Explain operating systems and their attributes.
2. Explain about the operations that can be performed in spread sheets.
3. Write down the steps of mail merge.

**II. Write notes on:**

**(8 x 5 = 40)**

1. How do you compose electronic messages?
2. Describe resource sharing in network.
3. Describe the need for application software?
4. Explain the data compression techniques.
5. Explain the advantages and disadvantages of integrated and dedicated software.
6. Explain software copyright laws.
7. Describe operation of output devices.
8. Describe the functions of Database management system.

**III. Short answers on:**

**(10 x 3 = 30)**

1. Define preventive maintenance.
2. What is the need for backup?
3. List different types of software applications.
4. Define software types.
5. Explain use of passwords.
6. What is the purpose of input device?
7. What is disk formatting?
8. How will you create and delete a folder?
9. What is Multimedia?
10. List the use of computer thesaurus.

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**B.Sc. MEDICAL RECORD SCIENCE**  
(Candidates admitted from 2010-2011 / 2015-16 / 2018-2019 onwards)

**SECOND YEAR**

**PAPER II – INFORMATION TECHNOLOGY - I**

*Q.P. Code: 801712*

**Time: Three Hours**

**Maximum: 100 Marks**

**Answer all questions**

**I. Elaborate on:**

**(3 x 10 = 30)**

1. Explain terms run diagnostics, backup, preventive maintenance, quality control procedures.
2. Explain the software types and functions.
3. Explain purpose of input, output and storage devices.

**II. Write notes on:**

**(8 x 5 = 40)**

1. Explain the different components of electronic mail.
2. Explain in brief about computer security requirements.
3. What are the operations of peripheral devices?
4. List the advantages of using spread sheets.
5. Explain how data is stored in computer memory?
6. List input devices and their purpose.
7. List the roles and equipment used for input and processing in an information system.
8. Identify the correct safety procedures.

**III. Short answers on:**

**(10 x 3 = 30)**

1. What is a bar code reader?
2. What is the command used to modify the structure of an existing database?
3. How to sort records on multiple fields?
4. What are the different network types?
5. What is an operating system?
6. Explain communication standards.
7. List the different network operating systems.
8. List any three advantages of the computer to individuals and business.
9. How to connect to the internet via modem?
10. List any three uses of spread sheet.

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**THE TAMIL NADU DR. M.G.R. MEDICAL UNIVERSITY**

[AHS 0321]

**MARCH 2021**

**Sub. Code: 1712**

**(AUGUST 2020 EXAM SESSION)**

**B.Sc. MEDICAL RECORD SCIENCE**

**SECOND YEAR (Regulations 2010-2011, 2015-2016 & 2018-2019)**

**PAPER II – INFORMATION TECHNOLOGY - I**

***Q.P. Code : 801712***

**Time: Three hours**

**Answer ALL Questions**

**Maximum: 100 Marks**

**I. Elaborate on:**

**(3 x 10 = 30)**

1. Describe difference between data files and program files?
2. What is EMR and explain the purpose of EMR?
3. Explain about the various capabilities and the limitations of internet?

**II. Write notes on:**

**(8 x 5 = 40)**

1. Explain how to create folder on the desktop?
2. Explain how to copy, rename and delete files on the desktop?
3. What are the parts of computer?
4. Load media devices.
5. Designing report format.
6. Locating and retrieving information from a variety of electronic sources.
7. Merging a database application and spreadsheet application with word processing document.
8. Backup and Archival Disciplines.

**III. Short answers on:**

**(10 x 3 = 30)**

1. How to data stored in Main computer Memory?
2. How to monitor peripheral equipment operation?
3. Define Electronic mail.
4. How to print quick reports from Database?
5. What is bookmark?
6. What is network protocol?
7. Explain about LAN.
8. Advantages of using a mouse when working with a computer?
9. Uses of printer in a Medical records Department.
10. Limitations of internet.

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**THE TAMIL NADU DR. M.G.R. MEDICAL UNIVERSITY**

[AHS 0222]

**FEBRUARY 2022  
(AUGUST 2021 EXAM SESSION)**

**Sub. Code: 1712**

**B.Sc. MEDICAL RECORD SCIENCE  
SECOND YEAR (Regulations 2010-2011, 2015-2016 & 2018-2019)  
PAPER II – INFORMATION TECHNOLOGY - I  
Q.P. Code : 801712**

**Time: Three hours**

**Answer ALL Questions**

**Maximum: 100 Marks**

**I. Elaborate on: (3 x 10 = 30)**

1. Describe Electronic Medical Record, Add a note on its contribution in Healthcare facility.
2. Write about the operating Systems and their attributes.
3. Add a note about Computer with the following Headings :  
A) Definition B) Types & Parts C) Functions D) Advantages

**II. Write notes on: (8 x 5 = 40)**

1. Input & Output Devices.
2. Role of Information Technology in Medical record Department.
3. Types of Network.
4. How do you transmit messages through electronic mail?
5. Define: A) Firewall Systems B) Encryption
6. Software Copyright Laws.
7. Define: A) Spam B) Outbox C) Draft
8. Database Management System.

**III. Short answers on: (10 x 3 = 30)**

1. Primary Key.
2. Data Compressing.
3. Expand: A) PROM B) EPROM C) CD – ROM
4. Computer Thesaurus.
5. Privacy & Security.
6. Bookmark.
7. Uniform Resource Locator.
8. Network Protocol.
9. Data Backup & Archival.
10. Troubleshoot.

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**THE TAMIL NADU DR. M.G.R. MEDICAL UNIVERSITY**

**[AHS 0423]**

**APRIL 2023**

**Sub. Code: 1712**

**B.Sc. MEDICAL RECORD SCIENCE**  
**SECOND YEAR (Regulations 2010-2011, 2015-2016 & 2018-2019 onwards)**  
**PAPER II – INFORMATION TECHNOLOGY - I**  
***Q.P. Code: 801712***

**Time: Three hours**

**Answer ALL Questions**

**Maximum: 100 Marks**

**I. Elaborate on:**

**(3 x 10 = 30)**

1. Explain the different types of Memory.
2. Internet – Advantages and Disadvantages.
3. Describe Data Storage Devices.

**II. Write notes on:**

**(8 x 5 = 40)**

1. Difference between DOS and Windows Operating system.
2. Different types of Computers.
3. Network structure.
4. Explain use of Passwords / Security.
5. How to create Mailing labels?
6. What is the use of Computer Thesaurus?
7. Functions of Server in Graphic Network.
8. What are the Information Processing Activities?

**III. Short answers on:**

**(10 x 3 = 30)**

1. Define Network.
2. Troubleshoot.
3. Interpreter.
4. Hardware.
5. Power-down procedure.
6. Define Merge.
7. Program.
8. Information System.
9. Compression.
10. Word Processing package.

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**THE TAMIL NADU DR. M.G.R. MEDICAL UNIVERSITY**

[AHS 1123]

NOVEMBER 2023

Sub. Code: 1712

**B.Sc. MEDICAL RECORD SCIENCE**  
**SECOND YEAR (Regulations 2010-2011, 2015-2016 & 2018-2019 onwards)**  
**PAPER II – INFORMATION TECHNOLOGY - I**  
*Q.P. Code: 801712*

**Time: Three hours**

**Answer ALL Questions**

**Maximum: 100 Marks**

**I. Elaborate on:**

**(3 x 10 = 30)**

1. List out the various Network and Network Connectivity.
2. Describe about Computer File Manipulation. Add a note on copy, rename, move and delete files.
3. Explain how data's are stored in main computer memory.

**II. Write notes on:**

**(8 x 5 = 40)**

1. Types of Printer and Scanner.
2. Different functions used in MS-Excel.
3. Database and Types.
4. Define Software and Hardware.
5. Limitations of Internet.
6. Multimedia and its tools.
7. Peripheral Devices.
8. How does Medical Records Department secures and prevents third party accessing of information.

**III. Short answers on:**

**(10 x 3 = 30)**

1. Write any three Output Devices.
2. G mail.
3. Data representation.
4. Expand a) ISP      b) MS – DOS.
5. Difference between RAM and ROM.
6. Mention any three Web Browsers.
7. LAN.
8. Compact Disc.
9. Functions of Computer.
10. Data format.

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