B.Sc. MEDICAL RECORD SCIENCE
THIRD YEAR
PAPER III – HEALTH INFORMATION MANAGEMENT II, MEDICAL TRANSCRIPTION AND TELEMEDICINE

Q.P. Code: 801723

Time: Three hours　　　　　　　　　　**Maximum : 100 Marks**

Answer All questions

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

1. Describe Risk Management reporting tools in clinical quality management.
2. What is the role of HIM manager in human resources?
3. Define strategic management and its charactetistics.

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

1. What does a Medical Transcriptionist do?
2. When do you type one space while transcribing medical report?
3. Write the benefits of Telemedicine communication to patients
4. Write types of video conferencing.
5. Write any five key responsibilities of the Health Information Management.
6. Write short notes on "Essential Medical data sets".
7. What are the three phases of accepting change?
8. Write short notes on
    a) Conflict management
    b) Grievance management

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

1. Write notes on Healthcare Informatics standards.
2. Explain about Hospices care services.
3. Write short notes on Incomplete record control.
4. Define Historical Research.
5. Explain about Preadmission review.
6. Write four elements of Management by objective system.
7. Write short notes on "Unit work division".
8. Define "Vision statement".
9. Write components of video conferencing.
10. Write notes on Matrixed team structure.

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[LG 0215]   **FEBRUARY 2015**   **Sub.Code :1723**

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Answer All questions

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

1. Explain the 3 types of work division pattern.
2. What are the issues usually faced while introducing computer based patient Records?
3. Explain the four managerial functions.

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

1. What are the qualities of a good Medical Transcriptionist?
2. Why is Medical Transcription an attractive career choice?
3. What is video conferencing? Write the components of Video conferencing.
4. Write types of video conference.
5. What is the result of an effective work schedule?
6. What are the three types of procedure formats Explain?
7. Write down the difference between Managers and Leaders.
8. Write short notes on
    a) Staff retention
    b) Deligation of authority

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

1. Write about Medical word processing.
2. Define descriptive research.
3. What is quality improvement?
4. Write short notes on Interpersonal skills.
5. Write notes on Serial work division.
6. Define value statements.
7. Explain "Job sharing".
8. Write benefits of Media conference.
9. Define functional team structure.
10. Define strategic planning.

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Time: Three Hours   **Maximum : 100 Marks**

Answer All questions

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

1. Describe the Computer Based Record Systems.
2. Explain the Medical Word Processing in management of Health Record content.
3. Describe the Standardized Data Sets in Health Information Management.

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

1. What are the major activities followed in the Research Process?
2. What do mean by Authentication related to health records?
3. List out the differences between telemedicine and telehealth.
4. What are the elements of the Quality Improvement program followed for quality management?
5. What are the guidelines to be followed in documenting and maintaining the patient Health Record?
6. What are the objectives of the Record Retention Program?
7. What are the factors that a researcher should establish in Selection of a Research Method?
8. Explain the importance of Vocabulary Standards.

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

1. What are the steps followed in monitoring and evaluation process of JCAHO's?
2. Where, in India, the teletransmissions of ECG was established initially?
3. Name the different utilization review plans.
4. What are the advantages of having Medical Transcriptions?
5. Explain 'ENCODERS'.
6. Explain file transfer protocol (FTP).
7. What are all the medical specialties adopting telemedicine?
8. What do you understand with Peer review?
9. What are the ways and means to control over Data Security?
10. List out the Risk Management Reporting Tools.

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Time: Three Hours   **Maximum: 100 Marks**

Answer all questions

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

1. Write about the key responsibilities of Health Information Administrator.
2. What is Master Patient Index write the content of Master Patient Index?
3. Describe the eight types of National Health care survey.

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

1. What are the types of Video conferences?
2. What are the components of Video conference?
3. What are the qualities of a good Medical Transcriptionist?
4. What are the advantages and disadvantages of Computerized Patient Record?
5. Write the content of Emergency Health Record.
6. Write about the structure and content standards in Healthcare information standards.
7. Explain about Health Record Review in Clinical Quality Management.
8. What are the functions of Procedure Manuals?

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

1. Write any three HIPAA data security standards.
2. Write notes on Home Health Services.
3. What does the term 'Confidentiality' mean in Ethical foundation in Health Information Management?
4. Write short notes on Serial Numbering System.
5. Explain Medicaid Review.
6. Write short notes on "Team Building" in Organization Development method.
7. What are the Qualitative standards specified under the Performance and Work Measurement standards?
8. Define Job Sharing.
9. Define Strategic Planning.
10. What is 'Descriptive Research'?

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Time: Three Hours   **Maximum: 100 Marks**

Answer all questions

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

1. Explain the function and uses of Health Record and Health Information.
2. Explain about the 'AHIMA' standards of ethical coding.
3. Write about the information that should be included to prepare a Project proposal.

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

1. Explain Security and Privacy issues in Computerized Patient Record.
2. Write the components of 'Medical History'.
3. Write about vocabulary standards in Health and Information Management.
4. Write the role of Health Information Management professionals in Clinical Quality Management.
5. Write about the Content and Format of Procedure Manuals.
6. When do you use Numerals while transcribing a Medical Report?
7. What does a Medical Transcriptionist do?
8. Write the benefits of Video- conferencing in Telemedicine.

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

1. What is Health Insurance portability and Accountability Act of 1996?
2. Write about Hospice care services.
3. What does the term 'Privacy' mean in Ethical foundation in Health Information Management?
4. Write about Unit Numbering System.
5. Explain Retrospective Review.
6. Explain the role of 'Survey feed back' in Organization development methods.
7. What are the Qualitative standards specified under the Performance and Work Measurement standards?
8. Write notes on 'Outsourcing'.
9. Define 'Strategic Management'.
10. Define 'Historical Research'.

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Time: Three Hours   Maximum: 100 Marks
Answer all questions
I. Elaborate on: (3 x 10 = 30)

1. Explain the function and uses of Health Record and Health Information.
2. What is Master Patient Index? Write the content of Master Patient Index.
3. How do you protect Ethical Issues when you release sensitive information?

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

1. Write and explain the components of Medical History.
2. What is a Procedure Manual? Write about its content and format.
3. What is Medical Transcription? Explain.
4. Write about the benefits of Telemedicine to Patient care.
5. What are the advantages and disadvantages of Computerized Patient Record?
6. Write about the contents of Emergency Health Record.
7. Write about the structure and content standards in Health Information standards.
8. Write the objectives of Record Retention program.

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

1. Write short notes on Serial Numbering systems.
2. Write short notes on 'Hospice Care'.
3. Write short notes on Retrospective review.
4. What do you mean by 'Job Sharing'?
5. Write any three guidelines that is to be followed while designing forms?
6. Define Strategic Management.
7. What are Longitudinal Health records?
8. Write short notes on DNR – Do not resuscitate orders.
9. Explain the terms Privacy and Confidentiality in one or two sentences each.
10. Write short notes on CCS (Certified Coding Specialists).

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Time: Three Hours   **Maximum: 100 Marks**

Answer all questions

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

1. Explain the functions of Health Records and Health Information.
2. Write the key responsibilities of the Health Information Administration.
3. What are the steps involved in conducting inservice education?

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

1. Write any five components of medical history in Paper based Health Record
2. Write short notes on the following with respect to Computer patient record
    (a) Speech recognition.   (b) Digital dictation.
3. Write the elements of Quality improvement program.
4. Write short notes on (a) Interpersonal skills   and   (b) Technical skills.
5. What is work distribution analysis?
6. Write any five skills the strategic manager should acquire.
7. Write short notes on 'Employee Records in Human Resource Management'.
8. What are the qualities of good medical transcriptionist?

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

1. Write the responsibilities of care provider in 'Quality documentation'.
2. What is Research Methodology?
3. Define 'Risk Prevention' in clinical quality method.
4. What is system analysis design?
5. What is motivation?
6. Explain in one sentence each
    (a) Sponsor   (b) Stakeholder   (c) Project management
7. What is stragetic plan?
8. What is organizational chart?
9. Where do Medical Transcriptionist work?
10. Write about the types of video conference?

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