

**DIPLOMA IN MEDICAL RECORD SCIENCE****FIRST YEAR****PAPER I – MEDICAL RECORD SCIENCE***Q.P. Code : 841301***Time : Three Hours****Maximum : 100 marks****Answer ALL questions in the same order****I. Elaborate on:**

	<b>Pages</b>	<b>Time</b>	<b>Marks</b>
	<b>(Max.)</b>	<b>(Max.)</b>	<b>(Max.)</b>

- |   |   |         |    |
|---|---|---------|----|
| 1. Explain the content of the Medical Record.                   | 7 | 20 min. | 10 |
| 2. Write required characteristics of entries in Medical Record. | 7 | 20 min. | 10 |
| 3. What are the four basic components of management?            | 7 | 20 min. | 10 |

**II. Write notes on:**

- |  |   |        |   |
|--|---|--------|---|
| 1. Content of the Disease and Procedure Indexes.                                 | 4 | 9 min. | 5 |
| 2. Explain value of the Medical Records.   | 4 | 9 min. | 5 |
| 3. State the purpose of a number index, disease and operation index.             | 4 | 9 min. | 5 |
| 4. Write Policies, Rules, Procedures and Standards in Medical Record Management. | 4 | 9 min. | 5 |
| 5. Write Inpatient Assembling Order.   | 4 | 9 min. | 5 |
| 6. Explain Hospital Death rate with formula.                                     | 4 | 9 min. | 5 |
| 7. Explain methods of releasing information.                                     | 4 | 9 min. | 5 |
| 8. Steps in preparing a record for micro filing.                                 | 4 | 9 min. | 5 |
| 9. Explain special consideration forms design.                                   | 4 | 9 min. | 5 |
| 10. Explain responsibilities of Medical Record Officer.                          | 4 | 9 min. | 5 |

**III. Short Answers on:**

- |  |   |        |   |
|--|---|--------|---|
| 1. Consultation Report.                      | 1 | 3 min. | 2 |
| 2. Formula of Autopsy rates (Gross and Net). | 1 | 3 min. | 2 |
| 3. Define "Obstetrics" and "Not Delivered".  | 1 | 3 min. | 2 |
| 4. Admission/Discharge Record.               | 1 | 3 min. | 2 |
| 5. Define Directing Function.                | 1 | 3 min. | 2 |
| 6. Components of Management.                 | 1 | 3 min. | 2 |
| 7. Computerized Patient Records.             | 1 | 3 min. | 2 |
| 8. Purging of Record.                        | 1 | 3 min. | 2 |
| 9. Basic Forms design rules.                 | 1 | 3 min. | 2 |
| 10. Medical Records Committee.               | 1 | 3 min. | 2 |

[LC 0212]

FEBRUARY 2013

Sub. Code: 1301

**DIPLOMA IN MEDICAL RECORD SCIENCE**

**FIRST YEAR**

**PAPER I – MEDICAL RECORD SCIENCE**

*Q.P. Code : 841301*

**Time : Three Hours**

**Maximum : 100 marks**

**Answer ALL questions**

**I. Elaborate on:**

**(3 x 10 = 30)**

1. Explain uses and values of the Medical Records.
2. Write components of the Qualitative and Quantitative Analysis.
3. History of Medical Records in 18<sup>th</sup> and 19<sup>th</sup> Centuries.

**II. Write notes on:**

**(10 x 5 = 50)**

1. Explain Source oriented Medical Record and Problem Oriented Medical Records.
2. Write three types of Filing System.
3. Explain Patient Admission and Discharge Registers.
4. Write about the Master Patient Index.
5. Methods of Preparing Subpoenaed Records for Court.
6. Identify the five components of paper forms.
7. Six sources of leadership Power.
8. What is layout, Explain Important points in layout?
9. Explain confidentiality of Medical Records.
10. Write the about the legal aspects of Medical Records.

**III. Short Answers on:**

**(10 x 2 = 20)**

1. Current Procedures Terminologies.
2. Progress notes.
3. Medical Record Committee.
4. Inpatient Bed occupancy Rate.
5. Define 'Inpatient Discharge'.
6. Define "Subpoenas".
7. Who is the Ownership of the Medical Record?
8. Serial Unit Number System.
9. Inactive Medical Records.
10. Define American Health Information Management Association.

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[LD 0212]

AUGUST 2013

Sub. Code: 1301

**DIPLOMA IN MEDICAL RECORD SCIENCE**

**FIRST YEAR**

**PAPER I – MEDICAL RECORD SCIENCE**

*Q.P. Code : 841301*

**Time : Three Hours**

**Maximum : 100 marks**

**Answer ALL questions**

**I. Elaborate on:**

**(3 x 10 = 30)**

1. Detail ten reasons why medical records are valuable to patient care?
2. What general characteristics of documentation does a person performing Qualitative analysis look for in a medical record?
3. Explain confidentiality of medical records.

**II. Write notes on:**

**(10 x 5 = 50)**

1. List out the steps in Problem analysis and Decision making.
2. Name three medical record forms which are usually the sole responsibility of Nursing service.
3. Define centralized and decentralized filing, and summarize the advantages of centralization of medical records.
4. Name two technological advances of the twentieth century which have assisted hospitals in the organization and storage of medical record data?
5. Describe how the departmental 'layout' is also play a vital role of the efficient function of the management?
6. What is the purpose of Peer Review Organizations?
7. Explain-Privileged communication status.
8. List out the Assessment of the patient in Mental Health Record.
9. Describe the content of a completed case record describing rehabilitation services.
10. What are the commonly used units of measure in ambulatory health care?

**III. Short Answers on:**

**(10 x 2 = 20)**

1. Define MBO
2. Owner of the medical record
3. What are the contents of the Admission/Discharge record?
4. Define 'file expansion'
5. Define 'Privacy act of 1974'
6. Who is Walter Shewart?
7. Who is Philip Crosby?
8. What are the components of Risk Management Program?
9. Explain-work simplification
10. Define 'Unit numbering'

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[LE 0212]

FEBRUARY 2014

Sub. Code: 1301

**DIPLOMA IN MEDICAL RECORD SCIENCE**

**FIRST YEAR**

**PAPER I – MEDICAL RECORD SCIENCE**

*Q.P. Code : 841301*

**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. Identify the sources of legal requirements and explain how to obtain information on various laws?
3. Describe the different ways that hospitals can monitor quality.

**II. Write notes on:**

**(10 x 5 = 50)**

1. Describe the various types of quality monitors?
2. Explain-Purging of files.
3. Explain colour coding of record folders.
4. List out and explain the various personalities who have contributed medical record information from the Egyptian and the Greek period.
5. Explain the three primary steps in goal setting technique.
6. How you are expected to behave when you conduct as a witness?
7. Describe the advantages and disadvantages of Unit numbering system.
8. When a patient is placed in seclusion, what data must be recorded in the patient's record?
9. Explain-Problem-oriented medical record.
10. Explain the family numbering system.

**III. Short Answers on:**

**(10 x 2 = 20)**

1. Define Strategic plan.
2. What is the purpose of medical record?
3. Define ECT records.
4. List out the content of the disease index
5. Define 'Subpoena'.
6. Who is Joseph Juran?
7. What do you mean 'Vital Signs?'
8. Define 'Standards'.
9. What do you mean by Simulation?
10. Define 'Serial-Unit numbering.

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[LF 0212]

AUGUST 2014

Sub. Code: 1301

**DIPLOMA IN MEDICAL RECORD SCIENCE**

**FIRST YEAR**

**PAPER I – MEDICAL RECORD SCIENCE**

*Q.P. Code : 841301*

**Time : Three Hours**

**Maximum : 100 marks**

**Answer ALL questions**

**I. Elaborate on:**

**(3 x 10 = 30)**

1. Draw the flow of the Inpatient records and explain the processes taken in each of the working areas.
2. How you will plan the work environment of your department?
3. Describe the three legal theories used to support damage suits for unauthorized disclosure of medical record information.

**II. Write notes on:**

**(10 x 5 = 50)**

1. What are the uses of medical record?
2. Explain-Impersonal document.
3. List the four elements of the Problem-Oriented Medical Records?
4. Explain Terminal digit filing system.
5. What are the advantages of having Unit numbering system?
6. List out the reasons why open-shelf filing units are preferable to other filing equipments for medical record storage in the file areas?
7. What are the uses of color coding of record folders?
8. What are the uses of physician's index?
9. Explain-Standards.
10. What do you mean by Staff Authority?

**III. Short Answers on:**

**(10 x 2 = 20)**

1. In which form medical records were developed in USA during 16th century?
2. What are the types of Acute Care Hospitals?
3. Who is a follow up or revisit patient?
4. Who is the owner of the medical record?
5. What are the uses of 'record request' form?
6. What are the characteristics of good medical record?
7. What do you mean by 'record completion'?
8. Who is the first physician or record in Egypt?
9. What is TPR chart?
10. List out the different terms on consent?

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**DIPLOMA IN MEDICAL RECORD SCIENCE**

**FIRST YEAR**

**PAPER I – MEDICAL RECORD SCIENCE**

*Q.P. Code : 841301*

**Time : Three Hours**

**Maximum : 100 marks**

**Answer ALL questions**

**I. Elaborate on:**

**(3 x 10 = 30)**

1. Draw the flow of Outpatient records and explain the processes taken in each of the working areas.
2. What are the various steps involved in the controlling function of Management?
3. List out steps to be taken in preparing a patient's medical records for entry in to court proceedings in response to a *subpoena duces tecum*.

**II. Write notes on:**

**(10 x 5 = 50)**

1. Identify the purposes of medical record.
2. In what way the record is valuable to the patient?
3. Explain source oriented medical record.
4. Explain Straight numeric filing system.
5. Explain the 3 numbering systems followed in the hospitals.
6. List out the four items one must consider when developing a plan for the destruction of inactive medical records.
7. What are the various ways to transport records from mrd to other parts of the hospital?
8. Explain –disease and operation indexes.
9. Explain –policies.
10. What do you mean by Line Authority?

**III. Short Answers on:**

**(10 x 2 = 20)**

1. What is the record retention policy of State Government, Central Government and Medical Council of India?
2. What is the name of earliest existing medical documents in the world?
3. Who is a New Patient?
4. What do you mean by medical transcription?
5. What are the content of the hospital census report?
6. Define Medical records?
7. What do you mean by 'incomplete record'?
8. Who is known as god of letters in the history?
9. Who is the first medical record officer in the history?
10. What is negligence? In what way the standard of care is connected with this?

**DIPLOMA IN MEDICAL RECORD SCIENCE**

**FIRST YEAR**

**PAPER I – MEDICAL RECORD SCIENCE**

*Q.P. Code : 841301*

**Time : Three Hours**

**Maximum : 100 marks**

**Answer ALL questions**

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

1. List and explain the values of medical records to various stakeholders.
2. What are the roles and responsibilities of the medical record manager and medical record technician?
3. As a medical records manager, what are all the factors you will consider before setting- up the medical record department for a newly constructed 50 bedded multi-specialty hospital?

**II. Write notes on:** **(10 x 5 = 50)**

1. Distinguish between POMR and SOMR.
2. Describe good medical record form design principles.
3. Advantages and disadvantages of Microfilming System.
4. Explain any three medical records filing systems with an example.
5. What are Progress note and discharge Summary? Explain the content in it.
6. Describe the history and development of Medical records.
7. What is consumer protection Act?
8. Describe any two numbering system and compare the advantages and disadvantages of each system
9. Explain Quantitative and Qualitative Analysis.
10. Describe medical records safety and Prevention methods adopted in a medical record storage area

**III. Short Answers on:** **(10 x 2 = 20)**

1. Define Alpha Index card.
2. What is Subpoena?
3. What is Consent for surgery?
4. Write “Hippocratic Oath”.
5. Design the format of Medical leave certificate.
6. What is coding and indexing?
7. What is retention policy?
8. Name the hospital and the place in the 19th century, where medical records were established?
9. Define medical record.
10. The first real physician of record in Egypt is .....

**DIPLOMA IN MEDICAL RECORD SCIENCE**

**FIRST YEAR**

**PAPER I – MEDICAL RECORD SCIENCE**

*Q.P. Code : 841301*

**Time : Three Hours**

**Maximum : 100 marks**

**Answer ALL questions**

**I. Elaborate on:**

**(3 x 10 = 30)**

1. Describe three types of numbering system and compare the advantages and disadvantages of each system.
2. Write about development of medical records from Egyptian to Jewish period.
3. As a medical records Manager how will you plan the enabling working environment of the department?

**II. Write notes on:**

**(10 x 5 = 50)**

1. Name the steps involved in preparing medical records for filming.
2. Define medical record and state the purpose of it.
3. Explain Terminal and Middle digit filing system with an example.
4. List the steps to be taken in preparing patients medical record for entering in to court proceeding.
5. What is Quality assessment? How will you conduct it in a MRD?
6. Write the names of five medical record forms with its uses.
7. Describe the medical records safety and Prevention methods adopted in a medical record storage area.
8. Explain the values of medicals records for care providers and receivers.
9. Describe and compare centralized and decentralized filing system.
10. Describe good form design principles for the development of Medical record Forms.

**III. Short Answers on:**

**(10 x 2 = 20)**

1. Write about Birth and Death Register.
2. Define Indexing.
3. What is Medical negligence?
4. Who was Ms. Grace Whiting Myers?
5. Justify, why medical records are required for every patient?
6. What is Subpoena?
7. Name two electronic storage methods adopted in the field of medical records management.
8. What is retention policy?
9. Describe collection and sorting process of medical records.
10. During Jewish Period, the principle sources of information are the ..... and the .....

[LJ 0816]

AUGUST 2016

Sub. Code : 1301

**DIPLOMA IN MEDICAL RECORD SCIENCE**

**FIRST YEAR**

**PAPER I – MEDICAL RECORD SCIENCE**

*Q.P. Code : 841301*

**Time : Three hours**

**Maximum: 100 Marks**

Answer **ALL** questions.

**I. Elaborate on:**

**(3 x 10 = 30)**

1. Explain the various functions of Medical Records department.
2. What is Ethics and explain code for Medical Records professionals?
3. Define Medical Records? Identify six purposes of Medical Records.

**II. Write notes on:**

**(10 x 5 = 50)**

1. Explain the uses of Medical Records of Personal and Impersonal Documents.
2. What is master patient index? Explain briefly the methods of arranging Master patient index cards.
3. Explain three Numbering systems.
4. Explain briefly the SOAP methods used in the POMR.
5. Explain the advantages of Centralized and Decentralized filing system.
6. Explain about History and Physical examination.
7. Write about confidentiality and unauthorized disclosure of patient information.
8. List the standard assembling order of Inpatient Records.
9. Write down the values of Medical Records.
10. To present minimize misfiling. List out and explain the techniques used.

**III. Short answers on:**

**(10 x 2 = 20)**

1. Tracer card.
2. Retention records.
3. Admission register.
4. Forms committee.
5. Deficiency check.
6. Unit records.
7. Accident register.
8. Nurses notes.
9. Consultation reports.
10. Short stay records.

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[LL 0817]

AUGUST 2017

Sub. Code: 1301

**DIPLOMA IN MEDICAL RECORD SCIENCE  
FIRST YEAR  
PAPER I – MEDICAL RECORD SCIENCE**

*Q.P. Code : 841301*

**Time : Three Hours**

**Maximum : 100 Marks**

**Answer All questions.**

**I. Elaborate on:**

**(3 x 10 = 30)**

1. Write in detail about the establishments and functions of the Medical Records department in a hospital with major specialty.
2. Explain Medical Record and Brief the uses and values.
3. Explain Centralization and Decentralization of Medical Records. Give their advantages and disadvantages.

**II. Write notes on:**

**(10 x 5 = 50)**

1. Types of filing system.
2. Explain the Ownership on the Medical Records.
3. Explain Legal aspects of Medical Records.
4. Write about Birth and Death registers.
5. Medical Records Committee.
6. Explain SOAP technique.
7. Explain Medical Audit.
8. Basic forms design rules.
9. Explain incomplete Medical Records and Deficiency Notification.
10. The Components of Quantitative analysis.

**III. Short Answers on:**

**(10 x 2 = 20)**

1. Short notes on Secondary Records.
2. Color coding of records folders.
3. Inpatient Hospitalization.
4. What are the varies types of Inpatients Discharges?
5. Defamation.
6. Confidentiality of Medical Records Department.
7. Describe the Unit Records.
8. Short form of Medical Records.
9. History and Physical Examination.
10. Describe any five purposes of Medical Records.

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[LN 0818]

AUGUST 2018

Sub. Code: 1301

**DIPLOMA IN MEDICAL RECORD SCIENCE**

**FIRST YEAR**

**PAPER I – MEDICAL RECORD SCIENCE**

*Q.P. Code : 841301*

**Time : Three Hours**

**Maximum : 100 Marks**

**Answer All questions.**

**I. Elaborate on:**

**(3 x 10 = 30)**

1. Explain the content of medical records.
2. List out the assembling order of IP records.
3. What are the different types of Numbering system, explain it with an example?

**II. Write notes on:**

**(10 x 5 = 50)**

1. What are the different types of Filing systems?
2. Describe any 5 sources of leadership power.
3. Confidentiality of medical records.
4. Master patient index.
5. Write down the legal aspects of medical records.
6. What is an ambulatory service?
7. Write a note on Source Oriented Medical Record (SOMR).
8. Describe about a tracer card.
9. Describe some common safety and preventive measures that has to be taken in a medical records department.
10. Write a note on consumer protection act (CPA 1994).

**III. Short Answers on:**

**(10 x 2 = 20)**

1. Medical negligence.
2. What is a medical record?
3. Define serial numbering system.
4. What is meant by length of stay (LOS)?
5. Advantages of computer based medical record.
6. Ownership of medical records.
7. Ambulatory care.
8. Subpoena.
9. Define Hospice.
10. Write some common purpose of retrieving medical records.

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**DIPLOMA IN MEDICAL RECORD SCIENCE**

**FIRST YEAR**

**PAPER I – MEDICAL RECORD SCIENCE**

*Q.P. Code: 841301*

**Time : Three Hours**

**Maximum : 100 Marks**

**Answer All questions.**

**I. Elaborate on:**

**(3 x 10 = 30)**

1. Write down the responsibilities of medical records professionals.
2. Describe the types of services provided in a health care facility.
3. Serial the following six digit hospital numbers according to the straight numeric filing system and terminal digit filing system :  
312497, 312520, 312089, 312116, 312110.

**II. Write notes on:**

**(10 x 5 = 50)**

1. What are the different types of numbering system?
2. What is meant by subpoena and explain the process for generating the medical record?
3. What are all the methods that have to be taken to safeguard the information?
4. Peer review organization.
5. Retention policy of medical records.
6. What are the uses of medical records?
7. Describe the purpose of doctors notes and nurses notes.
8. Advantages 7 disadvantages of microfilming.
9. Name any 5 forms of medical records and write a brief note on it.
10. Write note on Confidentiality, Security, Privacy of medical records.

**III. Short Answers on:**

**(10 x 2 = 20)**

1. Define Outpatient and Inpatient.
2. Hospice care.
3. Define census a write a note on health statistics.
4. Retention policy.
5. What are all the essential details that has to be included in a consent form?
6. Terminal digit filing system.
7. Define centralized and decentralized filing method.
8. Purpose of medical record.
9. Write a note on birth and death registers.
10. Microfilming.

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

[AHS 0321]

**MARCH 2021**

**Sub. Code: 1301**

**(AUGUST 2020 EXAM SESSION)**

**DIPLOMA IN MEDICAL RECORD SCIENCE  
FIRST YEAR (Regulation 2015-2016 & 2018-2019)  
PAPER I – MEDICAL RECORD SCIENCE  
Q.P. Code : 841301**

**Time: Three hours**

**Answer ALL Questions**

**Maximum: 100 Marks**

**I. Elaborate on:**

**(3 x 10 = 30)**

1. Explain Uses and Values of the Medical Records.
2. Define Source Oriented, Problem Oriented and Integrated Medical Record Format.
3. Explain centralization and Decentralization of Medical Records. Give their advantages and disadvantages.

**II. Write notes on:**

**(10 x 5 = 50)**

1. Write about Birth and Death Register.
2. Write short notes on JCAHO.
3. Explain Medical Audit.
4. Types of Filing System.
5. Explain Legal aspects of Medical Records.
6. Explain Ownership of the Medical Records.
7. What are the basic Functions of the Medical Records Department?
8. Hospital Death Rate.
9. Describe five uses in medical records.
10. What is serial numbering?

**III. Short Answers on:**

**(10 x 2 = 20)**

1. Deficiency Notification.
2. What do you understand by the term Census?
3. Inpatient assembling order.
4. Formula Bed occupancy and Average length of stay.
5. Basic form design rules.
6. Inpatient Bed Occupancy Rate.
7. Inactive Medical Records.
8. What do you mean vital Signs?
9. Define Subpoena.
10. Inpatient Hospitalization.

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

[AHS 0122]

**JANUARY 2022**

**Sub. Code: 1301**

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

**DIPLOMA IN MEDICAL RECORD SCIENCE  
FIRST YEAR (Regulation 2015-2016 & 2018-2019)  
PAPER I – MEDICAL RECORD SCIENCE  
*Q.P. Code : 841301***

**Time: Three hours**

**Answer ALL Questions**

**Maximum: 100 Marks**

**I. Elaborate on:**

**(3 x 10 = 30)**

1. Explain four Basic components of Medical Records Management.
2. Write about Numbering system and 3 types of filing system with example.
3. Explain the content of the Medical Records.

**II. Write notes on:**

**(10 x 5 = 50)**

1. Content of the Disease and procedure Indexes.
2. Explain the Value of the Medical Records.
3. Explain patient Admission and Discharge Registers.
4. Methods of preparing Subpoenaed Records for Court.
5. Explain confidentiality of Medical Records.
6. Explain privileged Communication status.
7. Explain Problem –oriented Medical Records.
8. Explain Purging of files.
9. Explain impersonal Documents.
10. What are the Uses of Physician Index?

**III. Short Answers on:**

**(10 x 2 = 20)**

1. What is Medical Records?
2. What is serial numbering?
3. Steps to locating misfiling.
4. Write about the values of Physician Index.
5. Integrated Medical Records.
6. Discharge Summary.
7. Inpatient Assembling Order.
8. Inpatient Discharge.
9. Consultation Report.
10. Progress notes.

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