

[LD 0212]

AUGUST 2013

Sub. Code: 1312

**DIPLOMA IN MEDICAL RECORD SCIENCE**

**SECOND YEAR**

**PAPER II – HEALTH INFORMATION MANAGEMENT**

*Q.P. Code : 841312*

**Time : Three Hours**

**Maximum : 100 marks**

**Answer ALL questions**

**I. Elaborate on:**

**(3 x 10 = 30)**

1. Briefly describes the major occupations considered to be Allied Health Professions
2. Explain supporting different types of date and formats.
3. Explain computer based patient records systems.

**II. Write notes on:**

**(10 x 5 = 50)**

1. Write notes on common medical specialties.
2. Write different types of health care organization today.
3. Explain American Health Information Management Association.
4. Explain Master patient Indexes.
5. Categorized the responsibilities of Medical Record Officer.
6. Explain Qualitative Analysis.
7. Ethical issue to release of information.
8. International Classification of Diseases.
9. Administration Management.
10. Explain job evaluation.

**III. Short Answers on:**

**(10 x 2 = 20)**

1. Define Health information Management.
2. Worker's compensation.
3. Clinical Workstation.
4. Registered Health Information Technician.
5. Define Health Records.
6. Current procedures terminology.
7. Cancer Registers.
8. Unit Numbering System.
9. Discharge Summary.
10. Terminal digit filing system.

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[LE 0212]

FEBRUARY 2014

Sub. Code: 1312

**DIPLOMA IN MEDICAL RECORD SCIENCE**

**SECOND YEAR**

**PAPER II – HEALTH INFORMATION MANAGEMENT**

*Q.P. Code : 841312*

**Time : Three Hours**

**Maximum : 100 marks**

**Answer ALL questions**

**I. Elaborate on:**

**(3 x 10 = 30)**

1. Explain Health Information Management profession.
2. Advantage and disadvantage computer based patient records.
3. Explain Health record storage and retrieval

**II. Write notes on:**

**(10 x 5 = 50)**

1. Describe retention of the Health Record
2. Explain physical examination & History
3. Key responsibilities of the medical record officer
4. Write the scope of Health Information
5. Computer based medical records
6. Explain Discharge summary
7. Content of the emergency health record
8. Types of filing system
9. Explain Numbering system
10. Write Inpatient Assembling order.

**III. Short Answers on:**

**(10 x 2 = 20)**

1. Clinical workstation
2. Telemedicine
3. Define Ethnography
4. Certified coding specialist
5. Define Hospice care
6. Problem oriented health records.
7. Deficiency Notification
8. Qualitative analysis
9. Patient index
10. Bed Occupancy rate

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[LF 0212]

AUGUST 2014

Sub. Code: 1312

**DIPLOMA IN MEDICAL RECORD SCIENCE**

**SECOND YEAR**

**PAPER II – HEALTH INFORMATION MANAGEMENT**

*Q.P. Code : 841312*

**Time : Three Hours**

**Maximum : 100 marks**

**Answer ALL questions**

**I. Elaborate on:**

**(3 x 10 = 30)**

1. List out and explain any five of the major occupations usually considered to be Allied Health Professions
2. What are the different technical functions that a health information technology consists of?
3. Explain the six phase Data Base Life Cycle.

**II. Write notes on:**

**(10 x 5 = 50)**

1. What is AHIMA? Explain.
2. What are the types of service that hospitals provide? Explain their specialty.
3. Write short notes on Nuclear Medicine and Radiation therapy.
4. Write short notes on Optical Character Recognition technology.
5. What is Certification? Explain.
6. Explain Longitudinal Health Record.
7. Explain the components of the Medical History.
8. What are the 4 outcomes that can be measured in evaluating effective training program?
9. List out the different types of data that Health Information includes. Explain any 2
10. What are the new professional roles of a Health Information Manager that is evolving currently? Name any two and explain them.

**III. Short Answers on:**

**(10 x 2 = 20)**

1. Four characteristics that a hospital should have.
2. Registered Health Information Technician.
3. Consent to special procedure.
4. Outsourcing.
5. Self-directed learning.
6. Informatics.
7. Accreditation.
8. Rehabilitation services.
9. Mission and vision of a healthcare organisation.
10. Peer review.

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**DIPLOMA IN MEDICAL RECORD SCIENCE**

**SECOND YEAR**

**PAPER II – HEALTH INFORMATION MANAGEMENT**

*Q.P. Code : 841312*

**Time : Three Hours**

**Maximum : 100 marks**

**Answer ALL questions**

**I. Elaborate on:**

**(3 x 10 = 30)**

1. What is informatics? What are the different information management tasks that are included in this?
2. List the general guidelines that you will follow when designing forms.
3. What is in-service education? What are the steps that are generally followed in a formal in-service program? Explain any 5 of them.

**II. Write notes on:**

**(10 x 5 = 50)**

1. Write short notes on Physical therapy and rehabilitation.
2. Write short notes on Certified Coding specialist.
3. What are the primary functions of the health record?
4. Explain Advance Directive.
5. Explain Quantitative analysis of a health record.
6. Write short notes on ICD 10<sup>th</sup> revision, CM.
7. What is middle management? What are the responsibilities of a middle Manager?
8. Explain the 3 ways in which the conflict can be addressed.
9. What is on-the-job training? What are its components?
10. List out the reasons why many healthcare procedures are performed in Ambulatory settings.

**III. Short Answers on:**

**(10 x 2 = 20)**

1. Peer review.
2. Voice recognition technology.
3. Consent to treatment.
4. Destruction of inactive health records.
5. Encryption.
6. Organizational charts.
7. Job sharing.
8. Telecommuting.
9. Epidemiological data.
10. Longitudinal health records.

[LH 0815]

AUGUST 2015

Sub. Code: 1312

**DIPLOMA IN MEDICAL RECORD SCIENCE**

**SECOND YEAR**

**PAPER II – HEALTH INFORMATION MANAGEMENT**

*Q.P. Code: 841312*

**Time : Three Hours**

**Maximum : 100 marks**

**Answer ALL questions**

**I. Elaborate on:**

**(3 x 10 = 30)**

1. Briefly describe the major occupation considered to the allied health professions.
2. What are the basis principles of information management?
3. Explain health information management professional.

**II. Write notes on:**

**(10 x 5 = 50)**

1. Electronic computer based medical records.
2. Ethical issue to release of information.
3. Write short notes on pharmacy and objective of nurses.
4. What are the new professional roles of a health information manager that is evolving currently name way two need explain them?
5. Explain mission and vision of a health care organization.
6. What are the characters that a hospital should have?
7. Eligibility criteria of health resources and service administration.
8. Explain longitudinal health records.
9. What is AHIMA? Explain.
10. Write notes on common medical specialties.

**III. Short Answers on:**

**(10 x 2 = 20)**

1. Terminal digit filing system.
2. Unit numbering system.
3. Peer review.
4. Accreditation.
5. Bed occupancy rate.
6. Deficiency notification.
7. Define Ethnography.
8. Certified coding specialist.
9. Electronic medical records.
10. Registered health information administration.

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[LJ 0816]

AUGUST 2016

Sub. Code : 1312

**DIPLOMA IN MEDICAL RECORD SCIENCE**

**SECOND YEAR**

**PAPER II – HEALTH INFORMATION MANAGEMENT**

*Q.P. Code: 841312*

**Time : Three hours**

**Maximum: 100 Marks**

Answer **ALL** questions.

**I. Elaborate on:**

**(3 x 10 = 30)**

1. Describe any five of the contents of Medical Records.
2. What is Master Patient Index? Explain its content.
3. Describe different types of numbering and filing system of Health records.

**II. Write notes on:**

**(10 x 5 = 50)**

1. What data should be collected for the Birth defects registries?
2. Write short notes on Certified coding specialist.
3. Write any five principles of Forms design.
4. Write short notes on Health Record Storage.
5. What is descriptive research?
6. Write short notes on Joint Commission on Accreditation of Healthcare Organization.
7. What are the key elements to consider in developing Quality Improvement program?
8. Write short notes on 'Health Record Review'.
9. Write short notes on discharge summary.
10. Write short notes on Qualitative analysis.

**III. Short answers on:**

**(10 x 2 = 20)**

1. What is serial unit numbering?
2. Define the term 'survey'.
3. What is Ethnography?
4. What is Research Methodology?
5. Write short notes on 'Unified Medical language'.
6. Define informatics.
7. What is Health Record?
8. Define Public health database.
9. What is clinical trials?
10. What is implant registries?

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**DIPLOMA IN MEDICAL RECORD SCIENCE  
SECOND YEAR  
PAPER II – HEALTH INFORMATION MANAGEMENT**

*Q.P. Code: 841312*

**Time : Three Hours**

**Maximum : 100 Marks**

**Answer All questions.**

**I. Elaborate on:**

**(3 x 10 = 30)**

1. Explain the different types of cancer registries. What are the data collected in these registries?
2. What are the guidelines considered for documenting and maintaining the Patient Health record?
3. Describe different types of data sampling methods in Research Methodology.

**II. Write Notes on:**

**(10 x 5 = 50)**

1. Write short notes on 'Vital statistics'.
2. Write short notes on 'Registered health information Administrator'.
3. Write short notes on 'Quantitative analysis' in health record.
4. Write short notes on Health record retrieval.
5. What is correlational research?
6. Write short notes on 'American Health Information Management Association'.
7. Write short notes on 'Sentinel Event Review' in Clinical Quality improvement.
8. Write short notes on Birth and Death certificate.
9. Write short notes on Rehabilitation services.
10. Write the elements of Record preservation.

**III. Short Answers on:**

**(10 x 2 = 20)**

1. What is secondary records?
2. Define 'Trauma registries'.
3. Define Informatics.
4. Define Medical Record.
5. What is Serial Numbering system?
6. What is clinical research?
7. What is Implant Registries?
8. What is longitudinal health record?
9. Write about 'data collection' of transplant registries.
10. Define public health database.

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**DIPLOMA IN MEDICAL RECORD SCIENCE  
SECOND YEAR  
PAPER II – HEALTH INFORMATION MANAGEMENT**

*Q.P. Code: 841312*

**Time : Three Hours**

**Maximum : 100 Marks**

**Answer All questions.**

**I. Elaborate on:**

**(3 x 10 = 30)**

1. Explain any 5 major occupation which is usually considered to be an allied health professional?
2. Describe the basic principles of information management.
3. Elaborate the role of AHIMA in medical records department.

**II. Write Notes on:**

**(10 x 5 = 50)**

1. What are the key elements to consider in developing quality improvement program?
2. Explain master patient index.
3. Explain qualitative analysis.
4. Write a note on ICD.
5. Explain the scope of health information.
6. Write a short note on discharge summary.
7. Explain why it is necessary to get consent from the patient? And what are the necessary details to be filled in the consent form?
8. Write down the content of medical record.
9. Components of medical history.
10. What is job training?

**III. Short Answers on:**

**(10 x 2 = 20)**

1. Outsourcing.
2. Informatics.
3. Types of filing system.
4. Clinical workstation.
5. Explain about any 3 registers that are commonly used in health care facility.
6. Types of numbering system.
7. Mission and vision of a hospital.
8. Ethnography.
9. Define Job enrichment and job encouragement.
10. What are the purposes of vital statistics?

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**DIPLOMA IN MEDICAL RECORD SCIENCE**  
**SECOND YEAR**  
**PAPER II – HEALTH INFORMATION MANAGEMENT**

*Q.P. Code: 841312*

**Time : Three Hours**

**Maximum : 100 Marks**

**Answer All questions.**

**I. Elaborate on:**

**(3 x 10 = 30)**

1. Write a brief note on Types of health records.
2. Explain six phases in database lifecycle.
3. Describe the types of numbering and filing systems of health records.

**II. Write Notes on:**

**(10 x 5 = 50)**

1. Describe the functions of pharmacy in a healthcare facility.
2. Write short notes on health record storage.
3. What are the primary functions of the health record?
4. Write a note on confidentiality, privacy and security.
5. Master patient index.
6. Write a note on administrative management.
7. Describe about the retention policies and procedures for medical records.
8. Write down the assembling order for IP record.
9. What is certification?
10. Responsibilities of medical records officer.

**III. Short Answers on:**

**(10 x 2 = 20)**

1. Peer review.
2. Electronic medical records.
3. Consent to treatment.
4. Clinical trails.
5. Describe Serial numbering system with an example.
6. Describe Middle digit filing system with an example.
7. Outsourcing.
8. Mention any 3 characteristic of a hospital.
9. Telemedicine.
10. Quantitative analysis.

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

**[LR 1220]**

**DECEMBER 2020  
(AUGUST 2020 EXAM SESSION)**

**Sub. Code: 1312**

**DIPLOMA IN MEDICAL RECORD SCIENCE  
SECOND YEAR – (Regulations from 2015-2016 & 2018-2019)  
PAPER II – HEALTH INFORMATION MANAGEMENT  
Q.P. Code: 841312**

**Time: Three Hours**

**Answer ALL Questions**

**Maximum: 100 Marks**

**I. Elaborate on:**

**(3 x 10 = 30)**

1. What is In-Service Education? Explain the steps that are generally followed in a formal In-Service program.
2. Explain the Advantages and Disadvantages of Computer Based Patient Record.
3. List the general guidelines when Designing Forms?

**II. Write Notes on:**

**(10 x 5 = 50)**

1. Write short notes on Qualitative Analysis.
2. What is Descriptive Research? Explain in detail.
3. Write short notes on Certified Coding Specialist.
4. Explain the Ethical issues related to Release of Information.
5. Write short notes on Pharmacy and Objective of Nurses.
6. What are the primary functions of Health Record?
7. Write short notes on Optical Character Recognition Technology.
8. What are the Key Responsibilities of the Medical Record Officer?
9. Explain American Health Information Management Association.
10. Explain Job Evaluation.

**III. Short Answers on:**

**(10 x 2 = 20)**

1. Unit Numbering System.
2. Peer Review.
3. Encryption.
4. Job Sharing.
5. Voice Recognition Technology.
6. Outsourcing.
7. Vision Statement.
8. Telemedicine.
9. Patient Index.
10. Define Health Record.

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

**[AHS 0122]**

**JANUARY 2022**

**Sub. Code: 1312**

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

**DIPLOMA IN MEDICAL RECORD SCIENCE  
SECOND YEAR – (Regulations from 2015-2016 & 2018-2019)**

**PAPER II – HEALTH INFORMATION MANAGEMENT**

***Q.P. Code: 841312***

**Time: Three Hours**

**Answer ALL Questions**

**Maximum: 100 Marks**

**I. Elaborate on:**

**(3 x 10 = 30)**

1. Write in detail about Risk management reporting tools.
2. What are the different types of healthcare services in a hospital?
3. Explain about the types of filing with advantages and disadvantages.

**II. Write Notes on:**

**(10 x 5 = 50)**

1. Utilization management.
2. Write about Medical word processing/Transcription.
3. Write the ten step-monitoring and evaluation process of JCAHO.
4. Problem Oriented Medical records.
5. Hospice care.
6. What are the data collected for Immunization register.
7. Data security and Confidentiality.
8. Write briefly about statement of Hypothesis.
9. Explain Ambulatory care.
10. What are the different types of diagnostic services.

**III. Short Answers on:**

**(10 x 2 = 20)**

1. Questionnaire.
2. Progress notes.
3. Define managed care.
4. What are Vital statistics?
5. Peer review.
6. What is Medicaid?
7. Null hypothesis.
8. Ethnography.
9. Informed consent
10. Define Optical scanning.

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

**[AHS 0922]**

**SEPTEMBER 2022**

**Sub. Code: 1312**

**(FEBRUARY 2022 & AUGUST 2022 EXAM SESSIONS)**

**DIPLOMA IN MEDICAL RECORD SCIENCE  
SECOND YEAR – (Regulations from 2015-2016 & 2018-2019)**

**PAPER II – HEALTH INFORMATION MANAGEMENT**

*Q.P. Code: 841312*

**Time: Three Hours**

**Answer ALL Questions**

**Maximum: 100 Marks**

**I. Elaborate on:**

**(3 x 10 = 30)**

1. List out the various contents of Health record.
2. Elaborate on Database Life cycle and add a note on its Various Phases.
3. Write down JCAHO's 10 Steps for monitoring and evaluation process.

**II. Write Notes on:**

**(10 x 5 = 50)**

1. Qualitative Analysis.
2. Master Patient Index.
3. Voice Recognition Technology.
4. Consent and its types.
5. ICD – 10.
6. Clinical Trials.
7. Vision, Mission and Values Statements.
8. Retention policy of Health Record.
9. Role and Responsibility of Medical Record Administrator.
10. In-service Education.

**III. Short Answers on:**

**(10 x 2 = 20)**

1. Managed Care.
2. Outsourcing.
3. Ethnography.
4. Credentialing.
5. Job Sharing.
6. Vital Statistics.
7. Longitudinal Health Record.
8. Hospice Care.
9. Peer Review.
10. Unified Medical Language.

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