

DIPLOMA IN MEDICAL RECORD SCIENCE

SECOND YEAR

PAPER IV– HOSPITAL ORGANIZATION & ADMINISTRATION

Q.P. Code : 841314

Time : Three Hours

Maximum : 100 marks

Answer ALL questions

I. Elaborate on:

(3 x 10 = 30)

1. Briefly human Resource Management.
2. Explain needs and importance of Medical Records Department.
3. Explain needs and importance of Nursing Services for the Hospital.

II. Write notes on:

(10 x 5 = 50)

1. Explain Medical Audit.
2. Explain the management of support services in a hospital.
3. Write about Consents.
4. Explain Out Patient Services.
5. Functions of the Public Relations Department.
6. Write about Emergency Services.
7. Organization chart by function in Medical Records Department.
8. Explain Medical Legal Case.
9. Explain about patient rooms.
10. Functions of the Admitting Office.

III. Short Answers on:

(10 x 2 = 20)

1. Mention the types of health services.
2. Types of Doctors.
3. Law of Tort.
4. Four General laws applicable to hospital.
5. Give five promotional tools of public relation office.
6. Define Nuclear Medicine.
7. Write about occupational therapy.
8. List the function of the CSSD.
9. Types of consent.
10. Goals of Audiology.

[LE 0212]

FEBRUARY 2014

Sub. Code: 1314

DIPLOMA IN MEDICAL RECORD SCIENCE

SECOND YEAR

PAPER IV– HOSPITAL ORGANIZATION & ADMINISTRATION

Q.P. Code : 841314

Time : Three Hours

Maximum : 100 marks

Answer ALL questions

I. Elaborate on:

(3 x 10 = 30)

1. Explain Admitting Department and functions.
2. Explain Planning functions of the Hospitals.
3. Explain Human Resource Functions.

II. Write notes on:

(10 x 5 = 50)

1. Describe Medical Records department required space & facilities.
2. Describe Types of Hospitals.
3. Describe Quality Management and basic concepts.
4. How importance values in Medical Ethics.
5. Write General Laws applicable to Hospital.
6. Describe outpatient services.
7. Facilities are required the Nurses' Station.
8. Organization Chart by Medical Record Department function.
9. Medical Audit.
10. Explain recommended patient rooms.

III. Short Answers on:

(10 x 2 = 20)

1. Ownership of Medical Records.
2. Confidentiality of Information.
3. Describe problem analysis.
4. Define Delegation.
5. Accounting Office.
6. Consumer protection act, 1986.
7. Basic function of a Psychiatric Unit.
8. Define Intensive Care Unit.
9. Define Nuclear medicine.
10. Define Hospital.

DIPLOMA IN MEDICAL RECORD SCIENCE

SECOND YEAR

PAPER IV– HOSPITAL ORGANIZATION & ADMINISTRATION

Q.P. Code : 841314

Time : Three Hours

Maximum : 100 marks

Answer ALL questions

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

1. What are the leadership qualities that a Hospital Administrator must have?
2. What are the role and responsibilities of Medical Records Committee?
3. What is evaluation? What is the purpose of evaluation?

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

1. What are the 2 parts of planning? Explain them.
2. What are the two basic sets of function that hospitals perform?
3. What are the functions of a governing body in making policies, rules and regulations?
4. Write any five objectives of the Nursing Service.
5. What is Buzz group? What is its purpose?
6. What are the advantages and disadvantages of having Centralized diagnostic services?
7. List out any 5 physician related common problems associated with Medical Records.
8. Explain any two types of filing system.
9. What is daycare? What are its benefits?
10. Explain informed consent.

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

1. What are the advantages of sharing decision making?
2. List out any three responsibilities of a Personnel Manager.
3. Explain Source Oriented Medical Records.
4. Write short notes on Disease and Operation index.
5. Write the formula for Post operative death rate.
6. Write about correction of errors or omissions in a medical record.
7. Write short notes on performance appraisal.
8. Write short notes on Organ Transplants.
9. Write short notes on Casualty services.
10. List out the members of Medical Records Committee.

DIPLOMA IN MEDICAL RECORD SCIENCE

SECOND YEAR

PAPER IV– HOSPITAL ORGANIZATION & ADMINISTRATION

Q.P. Code : 841314

Time : Three Hours

Maximum : 100 marks

Answer ALL questions

I. Elaborate on:

(3 x 10 = 30)

1. What are the abilities and role profile of a Hospital Administrator?
2. Who are the members of the Quality Council? What is their role?
3. What are the objectives of the Medical Staff Organization?

II. Write notes on:

(10 x 5 = 50)

1. What are the objectives of the operating department?
2. What are the characteristics of a good Medical Records?
3. What do you mean by Problem Oriented Medical Records?
4. List out any 5 responsibilities of a Personnel Manager
5. What are the factors that affect the Hospital expenditure? List out any 5.
6. What is daycare? What are its benefits?
7. Explain informed consent.
8. Explain any two format types of Medical Records.
9. Explain any two types of Numbering systems.
10. What are the two types of Planning? Explain them.

III. Short Answers on:

(10 x 2 = 20)

1. List out the members of the Medical Committee.
2. Define performance appraisal.
3. Write any 3 objectives of the Nursing Service.
4. Write short notes on daycare.
5. Write short notes on Microfilming.
6. Write the formula for Average daily newborn inpatient census.
7. Name the 3 types of methods of filing.
8. Write short notes on Casualty services.
9. Write short notes on organ transplants.
10. Write short notes on confidential records.

[LH 0815]

AUGUST 2015

Sub. Code: 1314

DIPLOMA IN MEDICAL RECORD SCIENCE

SECOND YEAR

PAPER IV – HOSPITAL ORGANISATION & ADMINISTRATION

Q.P. Code: 841314

Time : Three Hours

Maximum : 100 marks

Answer ALL questions

I. Elaborate on:

(3 x 10 = 30)

1. Describe the various types of Hospitals and their functions.
2. Write an essay on the support services in the Hospital.
3. Describe the civil Engineering Department in Planning and maintaining the Hospitals.

II. Write notes on:

(10 x 5 = 50)

1. Medical Audit.
2. Pharmacy in the Hospitals.
3. Blood Bank.
4. Role of Governing body in making policies, rules and regulations of the Hospitals.
5. Casualty Services.
6. Relationship with other institutions and organizations.
7. Day care services.
8. Role and responsibilities of the Medical record committee.
9. Outpatient Department.
10. Organizational structure of the Hospital.

III. Short Answers on:

(10 x 2 = 20)

1. Ambulances.
2. Dietary Department.
3. AR entry.
4. House Keeping.
5. Types of Doctors.
6. Informed consent.
7. Organ Transplant.
8. Delegation.
9. Reporting systems.
10. Biomedical Engineering.

[LJ 0816]

AUGUST 2016

Sub. Code : 1314

DIPLOMA IN MEDICAL RECORD SCIENCE

SECOND YEAR

PAPER III – HOSPITAL ORGANISATION AND ADMINISTRATION

Q.P. Code: 841314

Time : Three hours

Maximum: 100 Marks

Answer **ALL** questions.

I. Elaborate on:

(3 x 10 = 30)

1. Functions of the Governing Body in a Hospital.
2. Types of Hospitals.
3. Functions of Management.

II. Write notes on:

(10 x 5 = 50)

1. Management.
2. Supervision.
3. Administrative Committee.
4. Medical Committee.
5. Quality Assurance Committee.
6. Infection Control Committee.
7. Uniqueness of the hospital.
8. Objective of a hospital.
9. Hospital Information Department.
10. Personnel in Hospitals.

III. Short answers on:

(10 x 2 = 20)

1. Organization.
2. Hospital.
3. Communication.
4. Medical Records.
5. Department Heads.
6. Professional Education.
7. Organizational principles.
8. Structure.
9. Barriers of communication.
10. Vision.

**DIPLOMA IN MEDICAL RECORD SCIENCE
SECOND YEAR**

PAPER III – HOSPITAL ORGANISATION AND ADMINISTRATION

Q.P. Code: 841314

Time : Three Hours

Maximum : 100 Marks

Answer All questions.

I. Elaborate on:

(3 x 10 = 30)

1. Write in details on various committees in a Hospital.
2. Describe about the responsibilities of the Hospital administrator.
3. Explain about communication, barriers and guidelines for communication.

II. Write notes on:

(10 x 5 = 50)

1. Type of the hospital.
2. Define function of the governing body.
3. Define planning and their type.
4. Medical Committee – elaborate.
5. Write the guidelines for effective communication.
6. Write the characteristics of a good medical record.
7. List the advantages or benefits of day care.
8. What is Master patient index? Explain
9. Write about Decision making.
10. Write the structure and functions of the Hospital.

III. Short answers on:

(10 x 2 = 20)

1. Type of Numbering and filing system.
2. Write about laboratory technology in Hospital.
3. What is delegation?
4. What is problem analysis?
5. Write about span of control.
6. List the names of important register maintained by medical record department.
7. Write short note on casualty services.
8. Write short notes on any three index maintained by medical record department.
9. Define medical staff.
10. List the uniqueness of hospital organization.

DIPLOMA IN MEDICAL RECORD SCIENCE
SECOND YEAR
PAPER III – HOSPITAL ORGANISATION AND ADMINISTRATION

Q.P. Code: 841314

Time : Three Hours

Maximum : 100 Marks

Answer All questions.

I. Elaborate on:

(3 x 10 = 30)

1. Briefly write about various types of hospital and their function.
2. Describe management and administrative committee.
3. Explain needs and importance of nursing service for the hospital.

II. Write notes on:

(10x 5 = 50)

1. Define medical staff.
2. Write about consent.
3. Define and explain on Medical Record.
4. Write the objective and scope of outpatient services.
5. Write short about decision making.
6. Write the guideline for effective communication.
7. List out the index and register maintained in medical record department.
8. Function of the public relations department.
9. What is planning? Explain the types of planning.
10. Describe about occupation of the allied health professions.

III. Short answers on:

(10 x 2 = 20)

1. Write short note on organ transplants.
2. Law of tort.
3. List the function of the CSSD.
4. Ownership of medical record.
5. Write short note on casualty services
6. What is communication?
7. Write any five responsibilities of the hospital administrator.
8. Write the names any three committees in a hospital.
9. Write about problem analysis.
10. Write down the step in decision making.

DIPLOMA IN MEDICAL RECORD SCIENCE
SECOND YEAR
PAPER III – HOSPITAL ORGANISATION AND ADMINISTRATION

Q.P. Code: 841314

Time : Three Hours

Maximum : 100 Marks

Answer All questions.

I. Elaborate on:

(3 x 10 = 30)

1. Write in details on various committees in a Hospital.
2. Explain about Communication, barriers and guidelines for Communication.
3. Describe the various types of Hospitals and their functions.

II. Write notes on:

(10x 5 = 50)

1. Define function of the governing body.
2. Write about Decision Making.
3. What are the guidelines for effective Communication?
4. Write short notes on Quality Assurance Committee.
5. Describe the Relationship with other institutions and Organizations.
6. Explain Day care services.
7. List out the responsibilities of a Personnel Manager.
8. Explain Informed consent.
9. Describe Quality Management and its basic concepts.
10. What are the facilities that are required in the Nurse's station?

III. Short answers on:

(10 x 2 = 20)

1. What is Problem analysis?
2. Write about Span of Control.
3. Write about laboratory technology in Hospital.
4. Write short note on casualty services.
5. Write short notes on Organ transplant.
6. Write short notes on Biomedical Engineering.
7. Define Performance appraisal.
8. Explain Medical Audit.
9. Explain Source Oriented Medical Records.
10. Write about Occupational Therapy.

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

[LR 1220]

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

Sub. Code: 1314

**DIPLOMA IN MEDICAL RECORD SCIENCE
SECOND YEAR – (Regulations from 2015-2016 & 2018-2019)
PAPER IV – HOSPITAL ORGANISATION AND ADMINISTRATION
Q.P. Code: 841314**

Time: Three Hours

Answer ALL Questions

Maximum: 100 Marks

I. Elaborate on:

(3 x 10 = 30)

1. What are the Functions of Management?
2. What are the Objectives of the Medical Staff Organization?
3. Describe the responsibilities of the Hospital Administrator.

II. Write notes on:

(10x 5 = 50)

1. What is Master Patient Index? Explain.
2. Write the structure and functions of the Hospital.
3. Write the characteristic of a good Medical Record.
4. Write short notes on Infection Control Committee.
5. Describe Outpatient Department.
6. Describe Problem Oriented Medical Record.
7. Write any five Objectives of the Nursing Service.
8. Explain any two types of Numbering System.
9. What are the advantages and disadvantages of having Centralized Diagnostic Services?
10. What are the functions of Public Relations Department?

III. Short answers on:

(10 x 2 = 20)

1. Write the types of Numbering and Filing System.
2. What is Delegation?
3. Define Medical Staff.
4. Write short notes on Vision.
5. Write about Dietary Department.
6. Write short notes on Microfilming.
7. Write the formula for Average daily newborn inpatient census.
8. Write the formula for Post Operative death rate.
9. Write short notes on Ownership of Medical Records.
10. What are the types of Consent?

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

[AHS 0122]

JANUARY 2022

Sub. Code: 1314

(FEBRUARY 2021 & AUGUST 2021 EXAM SESSION)

**DIPLOMA IN MEDICAL RECORD SCIENCE
SECOND YEAR – (Regulations from 2015-2016 & 2018-2019)
PAPER IV – HOSPITAL ORGANISATION AND ADMINISTRATION
Q.P. Code: 841314**

Time: Three Hours

Answer ALL Questions

Maximum: 100 Marks

I. Elaborate on:

(3 x 10 = 30)

1. Explain the importance of Nursing Care service in a Hospital.
2. Types of Hospitals and their functions.
3. What are the responsibilities of a Hospital administrator?

II. Write notes on:

(10x 5 = 50)

1. Administrative committee.
2. Objectives of a Hospital.
3. Characteristics of good Medical Records.
4. Decision making.
5. Medical record committee.
6. What is Problem Analysis?
7. Write briefly about Quality management.
8. Explain about Hospital Pharmacy.
9. Benefits of Daycare.
10. Functions of Personnel department.

III. Short answers on:

(10 x 2 = 20)

1. Law of Tort.
2. Medical Audit.
3. What is Communication?
4. Define Delegation.
5. Barriers of Communication.
6. Define Vision statement.
7. Dietary department.
8. Functions of CSSD.
9. Casualty services.
10. Define Hospital.

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

[AHS 0922]

SEPTEMBER 2022

Sub. Code: 1314

(FEBRUARY 2022 & AUGUST 2022 EXAM SESSIONS)

**DIPLOMA IN MEDICAL RECORD SCIENCE
SECOND YEAR – (Regulations from 2015-2016 & 2018-2019)
PAPER IV – HOSPITAL ORGANISATION & ADMINISTRATION
Q.P. Code: 841314**

Time: Three Hours

Answer ALL Questions

Maximum: 100 Marks

I. Elaborate on:

(3 x 10 = 30)

1. Add a note on Hospital organization under following headings:
A) Principle B) Structure C) Function D) Governing Body
2. Write about any 3 Clinical services in a Hospital.
3. List out the various Hospital Committees and add a note on it.

II. Write notes on:

(10x 5 = 50)

1. Functions of Management.
2. Objectives of Hospital.
3. Inpatient Services.
4. Role and Responsibilities of HR Manager in a Hospital.
5. Function of admitting office.
6. Consent.
7. Importance of Medical Record Department.
8. Merits and Demerits of having Centralized Diagnostic Services.
9. Day-care.
10. Vision, Mission, Values of a Hospital.

III. Short answers on:

(10 x 2 = 20)

1. Functions of CSSD.
2. Delegation of Authority.
3. Intensive Care Unit.
4. Evaluation and Interpretation.
5. Pharmacy.
6. Performance Appraisal.
7. Do's and Don't in a Hospital.
8. Board of Directors.
9. Objectives of Nursing Service.
10. Functions of Laundry in a Hospital.
