

**B.Sc. MEDICAL RECORD SCIENCE
FIRST YEAR
PAPER III – MEDICAL RECORD SCIENCE**

Q.P. Code: 801703

Time: Three Hours

Maximum: 100 Marks

Answer all questions

I. Elaborate on:

(3 x 10 = 30)

1. What is Subpoena? Explain the methods of preparation and releasing information to the court.
2. Define what is Centralization and Decentralization in medical records and Explain their advantages and disadvantages.
3. What is EMR? Explain its application in the medical records department.

II. Write notes on:

(8 x 5 = 40)

1. Write a short note on “Middle Digit Filing” system and its advantages to convert from Straight Numeric Filing.
2. Explain the purpose and uses of medical records.
3. Explain source oriented medical records with an example.
4. How will you compute average length of stay? Explain with an example.
5. Explain Hospital Based Ambulatory Care records.
6. Explain the types of permanent registers used in medical records.
7. Explain Dr. Lawrence Weed contribution towards medical records.
8. Describe techniques used in locating misfiled medical records.

III. Short answers on:

(10 x 3 = 30)

1. Define “Net Death Rate”.
2. Write the importance of “Doctor’s order”.
3. Write the importance of operation consent form.
4. Why “Discharge Summary” is provided to patients?
5. Uses of International Classification of Disease coding.
6. Write the formula with an example to compute “Average Patient per Day”.
7. What is “Unit Numbering System”?
8. Define confidentiality of medical records.
9. Write five basic roles of a medical records officer.
10. What is “Zero Hours”? Explain.