

**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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