

**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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