

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.
