

**B.Sc. MEDICAL RECORD SCIENCE  
THIRD YEAR**

**PAPER III – HEALTH INFORMATION MANAGEMENT – II,  
MEDICAL TRANSCRIPTION AND TELEMEDICINE**

*Q.P. Code: 801723*

**Time: Three Hours**

**Maximum: 100 Marks**

**Answer all questions**

**I. Elaborate on:**

**(3 x 10 = 30)**

1. Explain the functions of Health Records and Health Information.
2. Write the key responsibilities of the Health Information Administration.
3. What are the steps involved in conducting inservice education?

**II. Write notes on:**

**(8 x 5 = 40)**

1. Write any five components of medical history in Paper based Health Record
2. Write short notes on the following with respect to Computer patient record  
(a) Speech recognition. (b) Digital dictation.
3. Write the elements of Quality improvement program.
4. Write short notes on (a) Interpersonal skills and (b) Technical skills.
5. What is work distribution analysis?
6. Write any five skills the strategic manager should acquire.
7. Write short notes on 'Employee Records in Human Resource Management'.
8. What are the qualities of good medical transcriptionist?

**III. Short answers on:**

**(10 x 3 = 30)**

1. Write the responsibilities of care provider in 'Quality documentation'.
2. What is Research Methodology?
3. Define 'Risk Prevention' in clinical quality method.
4. What is system analysis design?
5. What is motivation?
6. Explain in one sentence each  
(a) Sponsor (b) Stakeholder (c) Project management
7. What is strategic plan?
8. What is organizational chart?
9. Where do Medical Transcriptionist work?
10. Write about the types of video conference?

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