

THE TAMIL NADU DR. M.G.R. MEDICAL UNIVERSITY

[LR 1220]

**DECEMBER 2020
(AUGUST 2020 EXAM SESSION)**

Sub. Code: 1314

**DIPLOMA IN MEDICAL RECORD SCIENCE
SECOND YEAR – (Regulations from 2015-2016 & 2018-2019)
PAPER IV – HOSPITAL ORGANISATION AND ADMINISTRATION
Q.P. Code: 841314**

Time: Three Hours

Answer ALL Questions

Maximum: 100 Marks

I. Elaborate on:

(3 x 10 = 30)

1. What are the Functions of Management?
2. What are the Objectives of the Medical Staff Organization?
3. Describe the responsibilities of the Hospital Administrator.

II. Write notes on:

(10x 5 = 50)

1. What is Master Patient Index? Explain.
2. Write the structure and functions of the Hospital.
3. Write the characteristic of a good Medical Record.
4. Write short notes on Infection Control Committee.
5. Describe Outpatient Department.
6. Describe Problem Oriented Medical Record.
7. Write any five Objectives of the Nursing Service.
8. Explain any two types of Numbering System.
9. What are the advantages and disadvantages of having Centralized Diagnostic Services?
10. What are the functions of Public Relations Department?

III. Short answers on:

(10 x 2 = 20)

1. Write the types of Numbering and Filing System.
2. What is Delegation?
3. Define Medical Staff.
4. Write short notes on Vision.
5. Write about Dietary Department.
6. Write short notes on Microfilming.
7. Write the formula for Average daily newborn inpatient census.
8. Write the formula for Post Operative death rate.
9. Write short notes on Ownership of Medical Records.
10. What are the types of Consent?
