

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

[AHS 0922]

SEPTEMBER 2022

Sub. Code: 1314

(FEBRUARY 2022 & AUGUST 2022 EXAM SESSIONS)

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

Time: Three Hours

Answer ALL Questions

Maximum: 100 Marks

I. Elaborate on:

(3 x 10 = 30)

1. Add a note on Hospital organization under following headings:
A) Principle B) Structure C) Function D) Governing Body
2. Write about any 3 Clinical services in a Hospital.
3. List out the various Hospital Committees and add a note on it.

II. Write notes on:

(10x 5 = 50)

1. Functions of Management.
2. Objectives of Hospital.
3. Inpatient Services.
4. Role and Responsibilities of HR Manager in a Hospital.
5. Function of admitting office.
6. Consent.
7. Importance of Medical Record Department.
8. Merits and Demerits of having Centralized Diagnostic Services.
9. Day-care.
10. Vision, Mission, Values of a Hospital.

III. Short answers on:

(10 x 2 = 20)

1. Functions of CSSD.
2. Delegation of Authority.
3. Intensive Care Unit.
4. Evaluation and Interpretation.
5. Pharmacy.
6. Performance Appraisal.
7. Do's and Don't in a Hospital.
8. Board of Directors.
9. Objectives of Nursing Service.
10. Functions of Laundry in a Hospital.
