

M.Sc. (MEDICAL SOCIOLOGY) DEGREE EXAMINATION

SECOND YEAR

(For Candidates admitted from 2007-2008 onwards)

PAPER III – MEDICAL TERMINOLOGY & MEDICAL RECORDS

MANAGEMENT

Q.P. Code: 283061

Time : Three Hours

Maximum : 100 marks

Answer ALL questions

I. Elaborate on:

(2 x 20 = 40)

1. What is 'Medical information system' in hospital administration and explain its role in various areas of hospital administration with special reference to Medical Records Department.
2. How to protect the interest of the hospital and its patient care team from malpractice suits by patients or their relatives. Explain in greater detail the various legal aspects involved in patient care and your suggestions to overcome them.

II. Write notes on:

(10 x 6 = 60)

1. Identify the 'Suffix' in the following medical terms and give its meaning:
(a) Atelectasis (b) Osteomalacia (c) Thoracocentesis
(d) Oesophagoscopy (d) Mastopexy (e) Fibroid.
2. To whom how the medical records are of great value in the hospital set up?
3. What is a Medico-legal case? Give five examples of MLC.
4. Explain the name of the disease classification system currently in use in hospitals in India and who brings out this classification and its purpose.
5. What is the need for a retention policy for medical records and the points to be borne in mind while framing the retention policy.
6. What short note on the use of symbols and abbreviations in medical terminology with examples.
7. Coin three medical terms from cardio-vascular system and give its meaning.
8. Outline the need for a centralized MRD in hospital and discuss its advantages and disadvantages.
9. Explain the role of MRD staff in out-patient care.
10. List any three National Health Programs currently in operation in India and what is the contribution of Medical Records Department to such programs?

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Q.P. Code: 283061

Time : Three Hours

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Answer ALL questions

I. Elaborate on:

(2 x 20 = 40)

1. What is a Medical Record? What are the uses, purposes & values of Medical Records?
2. What are the advantages of Computerization of Medical Records?
Who is the publisher of ICD? Why do we need coding? What is diagnosis index and Its purpose?

II. Write notes on:

(10 x 6 = 60)

1. Describe the three filing system? Which system is advantageous? Explain.
2. What is Procedure Index? What purpose it serves?
3. What are the Physical facilities required in the filing area in the Medical Records Department?
4. What is Centralization and Decentralization of Medical Records?
5. What is Census? Who prepares the Census? How it is useful to the Management?
6. What is Discharge Summary? How it is useful for patient and Medical Officers and Hospital?
7. Who are responsible for documentation, completeness & accuracy of Medical Records?
8. Describe the Structure of a code in ICPM.
9. What is Management information System? Who prepares it and how it is useful to the Management?
10. What is Dual Coding System?

[KY 244]

MAY 2011

Sub. Code: 3061

M.Sc. (MEDICAL SOCIOLOGY) DEGREE EXAMINATION

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PAPER III – MEDICAL TERMINOLOGY & MEDICAL RECORDS

MANAGEMENT

Q.P. Code: 283061

Time : Three Hours

Maximum : 100 marks

Answer ALL questions

I. Elaborate on:

(2 x 20 = 40)

1. What are the four components of Management? Specify its functions.
2. Explain Medical Records and brief its uses and values.

II. Write notes on:

(10 x 6 = 60)

1. Write various types of registers that are used in Medical Records.
2. Explain the types of Filing systems.
3. Describe Inactive Medical Records.
4. Explain methods of releasing information.
5. Write inpatient assembling order.
6. Write about 'Medical Audit'.
7. List techniques that may be used in locating misfiles.
8. Write about 'Master Patient Index'.
9. Explain three types of Numbering systems.
10. Explain the following:
(a) Concurrent Audit (b) Deficiency Notification.

October 2011

[KZ 1011]

Sub. Code: 3061

M.Sc (MEDICAL SOCIOLOGY) DEGREE EXAMINATION

SECOND YEAR

(For candidates admitted from 2007-2008 onwards)

**PAPER III – MEDICAL TERMINOLOGY AND MEDICAL RECORDS
MANAGEMENT**

Q.P. Code : 283061

**Time : 3 hours
(180 Min)**

Maximum : 100 marks

Answer ALL questions in the same order.

I. Elaborate on :

	Pages (Max.)	Time (Max.)	Marks (Max.)
1. Write in detail about the responsibility for Medical Record quality.	17	40 min.	20
2. Explain the process of Discharge analysis of records and list out statistics from analysis.	17	40 min.	20

II. Write notes on :

1. Identify the five components of paper forms.	4	10 min.	6
2. Explain about Monthly and Annual reports.	4	10 min.	6
3. Explain Admission / Discharge.	4	10 min.	6
4. Define Nomenclature and Classifications.	4	10 min.	6
5. Describe policies, procedures, standards and rules.	4	10 min.	6
6. Explain value of Medical records – to the patient, to healthcare providers.	4	10 min.	6
7. Define (a) Progress Notes and (b) Discharge Analysis.	4	10 min.	6
8. Describe Quantitative and Qualitative analysis.	4	10 min.	6
9. What are the types of graphs used in Medical Record statistics?	4	10 min.	6
10. Give the formula for (a) Bed turnover rate and (b) Average length of stay.	4	10 min.	6

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MANAGEMENT****Q.P. Code: 283061****Time : Three Hours
(180 Min.)****Maximum : 100 marks****Answer ALL questions in the same order****I. Elaborate on :****Pages Time Marks
(Max.) (Max.) (Max.)**

- | | | | |
|--|----|---------|----|
| 1. International Classification of Diseases (ICD). | 17 | 40 min. | 20 |
| 2. The vital roles of Management Information System in decision making and monitoring performance. | 17 | 40 min. | 20 |

II. Write notes on:

- | | | | |
|---|---|---------|---|
| 1. The concepts of Hospital Information System. | 4 | 10 min. | 6 |
| 2. The significant values of medical records. | 4 | 10 min. | 6 |
| 3. International Classification of Diseases in Medical and Surgical departments. | 4 | 10 min. | 6 |
| 4. The seven character alphanumeric code structure of International Classification of Diseases. | 4 | 10 min. | 6 |
| 5. The applications of ICD in cause wise morbidity and mortality data analysis. | 4 | 10 min. | 6 |
| 6. Multi- axial coding system. | 4 | 10 min. | 6 |
| 7. International Classification of Diseases in tumor registry. | 4 | 10 min. | 6 |
| 8. Patient Data Management System. | 4 | 10 min. | 6 |
| 9. Ethical issues in management information system. | 4 | 10 min. | 6 |
| 10. Applications of MIS in store and hospital record service. | 4 | 10 min. | 6 |

[LD 1013]

OCTOBER 2013

Sub. Code: 3061

M.Sc. (MEDICAL SOCIOLOGY) DEGREE EXAMINATION

SECOND YEAR

(OLD REGULATION)

PAPER III – MEDICAL TERMINOLOGY & MEDICAL RECORDS

MANAGEMENT

Q.P. Code: 283061

Time : Three Hours

Maximum : 100 marks

Answer ALL questions

I. Elaborate on:

(2 x 20 = 40)

1. Different Medical Record Formats.
2. Paperless medical records.

II. Write notes on:

(10 x 6 = 60)

1. Formulation of Bed occupancy rate and Gross death rate.
2. Uses of learning medical terminology.
3. Indexing system.
4. Arrangement of the medical record at nurses station.
5. Required characteristics of entries in medical records.
6. Qualitative Analysis of medical records.
7. Record storage equipments.
8. Organization chart of the medical record department.
9. Confidentiality of medical records.
10. Three types of Numbering systems.

[LF 1014]

OCTOBER 2014

Sub. Code: 3061

M.Sc. (MEDICAL SOCIOLOGY) DEGREE EXAMINATION

SECOND YEAR

(OLD REGULATION)

PAPER III – MEDICAL TERMINOLOGY & MEDICAL RECORDS

MANAGEMENT

Q.P. Code: 283061

Time : Three Hours

Maximum : 100 marks

Answer ALL questions

I. Elaborate on:

(2 x 20 = 40)

1. The rationale behind the International Classification of Diseases and the salient features.
2. The Management Information System in health care and its functions.

II. Write notes on:

(10 x 6 = 60)

1. The value of medical records
2. Inpatient Medical Record as the Source Document
3. National Health Programmes
4. Underlying Cause of Death/Separation
5. Medical records as evidence in courts
6. Three fundamental areas of patients right to information
7. Patient access to health information
8. The use of information for decision making
9. Advantages of Information Systems in Health Services
10. Domains of indicators for Health Information Systems unit – 5

[LH 1015]

OCTOBER 2015

Sub. Code: 3061

M.Sc. (MEDICAL SOCIOLOGY) DEGREE EXAMINATION

SECOND YEAR

(NEW REGULATION)

PAPER III – MEDICAL TERMINOLOGY & MEDICAL RECORDS

MANAGEMENT

Q.P. Code: 283061

Time : Three Hours

Maximum : 100 marks

Answer ALL questions

I. Elaborate on:

(2 x 20 = 40)

1. Explain ICD-10th Revision.
2. Explain the different filing systems that are followed in the hospitals?

II. Write notes on:

(10 x 6 = 60)

1. What are the filing equipments used in MR departments?
2. What are the Chief sources of Medical words?
3. Write any 2 of the colors and their medical words with examples of each.
4. Explain – Source Oriented Medical Record system.
5. List the steps to be taken in preparing a patient's medical record for entry in to court proceedings in response to a subpoena duces tecum.
6. Who is the owner of the medical record?
7. Describe the quality control of the Management Information System?
8. What are the basic management cycles in hospitals?
9. Explain Dagger and Asterisk system.
10. Describe the development of documentation system during the Egyptian period.

[LJ 1016]

OCTOBER 2016

Sub. Code: 3061

**M.Sc. MEDICAL SOCIOLOGY EXAMS
SECOND YEAR
PAPER III – MEDICAL TERMINOLOGY AND MEDICAL RECORDS
MANAGEMENT**

Q.P. Code: 283061

Time: Three hours

Maximum: 100 Marks

I. Elaborate on:

(2 x 20 = 40)

1. Definition, uses and values of medical records.
2. List out the derivations of medical words with examples.

II. Write notes on:

(10 x 6 = 60)

1. Master patient index.
2. Three types of filing system that are followed in the hospitals.
3. What are the contents of obstetric records?
4. Personal and Impersonal uses of medical records.
5. List out the uses of learning medical terminology.
6. Explain Problem Oriented Medical Records (POMR).
7. Privileged communications.
8. Patients consent.
9. Planning function.
10. Inactive records.

[LN 1018]

OCTOBER 2018

Sub. Code: 3061

**M.Sc. MEDICAL SOCIOLOGY EXAMS
SECOND YEAR
PAPER III – MEDICAL TERMINOLOGY AND MEDICAL RECORDS
MANAGEMENT**

Q.P. Code: 283061

Time: Three hours

Maximum: 100 Marks

I. Elaborate on: **(2 x 20 = 40)**

1. What are the required characteristics of entries in medical records? What are the functions and responsibilities of the medical record review committee?
2. What are medical records? What are its uses, purposes and values?

II. Write notes on: **(10 x 6 = 60)**

1. Explain: a) Progress notes b) Pathology reports.
2. List out any three methods of releasing information from the medical records and explain.
3. Explain the three types of numbering system.
4. Inactive medical records – Discuss.
5. Explain quantitative and qualitative analysis of the medical records.
6. What is POMR? Explain.
7. Analyse and explain the following medical terms:
a) Antenatal b) Bilateral c) Dysphagia
d) Endocarditis e) Suprarenal f) Epidermis
8. Analyse and explain the following medical terms:
a) Myelocoele b) Bronchiectasis c) Nephrolithiasis
d) Adenoma e) Blepharoptosis f) Acromegaly
9. Write any six numerals and its medical terminology.
10. Salient features of ICD.

[LP 1019]

OCTOBER 2019

Sub. Code: 3061

**M.Sc. MEDICAL SOCIOLOGY EXAMS
SECOND YEAR
PAPER III – MEDICAL TERMINOLOGY AND MEDICAL RECORDS
MANAGEMENT**

Q.P. Code: 283061

Time: Three hours

Maximum: 100 Marks

I. Elaborate on: **(2 x 20 = 40)**

1. What is a Medical Record? What are the uses, purpose and value of Medical Records?
2. What are the four components of Management? Specify its functions.

II. Write notes on: **(10 x 6 = 60)**

1. Explain the types of filing system.
2. Explain Medico legal cases with five examples.
3. Explain the role of MRD staff in Out-Patient care.
4. Write about Medical Audit.
5. List out the technique used in locating misfiles.
6. Formulation of Bed occupancy rate and Gross death rate.
7. Multi-axial coding system.
8. Ethical issues in Management Information System?
9. Organisation chart of the Medical Records Department.
10. Three fundamental areas of patient Right to Information Act.
