THE TAMIL NADU Dr.M.G.R MEDICAL UNIVERSITY, CHENNAI
ALLIED AND HEALTH CARE – DEGREE COURSES
BACHELOR OF SCIENCE IN HEALTH INFORMATION MANAGEMENT (B.SC. HIM)

1. Name of the Institution/Hospital

2. Name of the Trust

3. Date of Inspection

4. Address of the Institution

   (With E-mail, Fax No.,

   Tel.Nos. & Mobile No.)

5. Name of the Inspection Team
   Institution in which working
   with Full Address & Phone
   No.
   (IN BLOCK LETTERS)

   Convenor:

   Member 1:

   Member 2:

Instructions to Inspection Team:
Please specify numbers wherever applicable (eg. No. of Equipment's etc.)
Please do not write very generalized and non-specific terms.
The members are requested **NOT** to make recommendations.

DETAILS OF THE GOVERNMENT ORDER:

G.O. No, dated, No. of courses

Maximum Intake :

BUILDING DETAILS:

Ready Built Area:

Built up Area:

Details of Land

Sl.No.	Specifications	Available/ Recommendations
1	**Institution is owned by** Government / Trust / Society / Company / Any other body as per the NCAHP, New Delhi	
2	**2. Details of the Trust / Society / Company** i. Name of the Trust / Society / Company with address ii. Name of the members of the Trust / Society / Company iii. Registered Trust Deed / Supplementary Deed / Amendment Deed (or) Registered Certificate of Society / Company Registration Certificate along with Memorandum of Association / Articles of Association iv. Minutes of the meeting of the Trust / Society / Company for starting of proposed courses	
3	**Land documents** i. Specify the area of Category of Land and certificate obtained from the concerned local authorities to establish the specific category of land (as applicable) as a proof In city / corporation - not less than 1 acre Municipal / Town – not less than 2 acres Semi urban / Rural area – not less than 3 acres ii. Land owned (or) Leased in the name of the Trust / Society / Company iii. Registered Sale Deed / Lease Deeds / Gift Deeds / Settlement Deed / Rectification Deed / Exchange Deed etc in the name of the Trust / Society / any other body as per the NCAHP regulations. iv. If the Trust / Society / Company have entered a lease deed, the tenure of the lease period for a minimum of 10 years, purpose of lease (i.e., whether the lease is entering for lands (or) building (or) both and the name of the course for which the lease has been entered to be clearly mentioned in the registered lease deed.	
4	**4. Sworn Affidavit** Original Sworn Affidavit to be submitted in INR.200/- Non-Judicial Stamp Paper with the attestation and seal of the Notary	

	Public. The Sworn Affidavit to be submitted by earmarking all the survey numbers in connection with starting of new course. (Format in University website) (or) If the Trust / Society / any other body who have already running any course(s) in this University and intend to start another new course in the University then the said Trust / Society / any other body have to furnish the Original Consolidated Sworn Affidavit by earmarking all the survey numbers allotted for the existing course as well as new course. (Format in University website)	
5	**Legal Opinion** Copy of the Latest Legal Opinion from the Govt. Pleader for tracing of title deeds such as Trust Deed/ Supplementary Deed / Amended Deed (or) Certificate of society Registration, Memorandum Of Association, Articles of Association, Sale Deed / Lease Deeds / Gift Deeds / Settlement Deed / Rectification Deed / Exchange Deed, Parent document of (Sale Deed / Lease Deeds / Gift Deeds / Settlement Deed / Rectification Deed / Exchange Deed), Patta Adangal, "A" register, Up to date encumbrance certificate for a period of not less than 30 years, Mortgage of properties and redemption of mortgaged properties, if any pertaining to the earmarked lands	
6	**Encumbrance Certificate** Copy of the Up to date authenticated (or) digitally verified Encumbrance Certificate issued by the concerned Sub Registrar office for a period not less than 30 years for all the survey numbers earmarked in the sworn affidavit / Consolidated Sworn Affidavit for the course	
7	**Patta, Adangal and A-Register** Copy of the Patta, Adangal and "A"-Register for all the survey numbers earmarked for the course in the name of the Trust / Lessor / Society / any other body.	
8	**Survey Sub-Division / Re-Survey Documents** If survey numbers have been sub-division (or) Re-survey, then the copy of the Certificate (or) Proceedings (or) order issued by the Tahsildar for sub division of old survey number to new survey number / resurvey number of numbers to be produced.	
9	**Mortgage Details (If Any) – Yes / No** (i) Undertaking to be furnished, available in the University website (ii) Statements of accounts with loan details. (iii) Last 3 years audited balance sheets. (iv) Auditors report IT acknowledgement	
10	**Revenue Authority Certificate**	

	Certificate of evidence obtained from the Revenue authority stating that the earmarked land at the proposed College does not attract the T.N. Urban Land Ceiling and Regulations Act, 1978, T.N. Town Country Planning Act, 1971 and T.N. Land Reforms Act 1961.	

MANPOWER REQUIREMENTS:

Specification with required Qualification & Experiences	**Name of the Faculty**	**Qualification and Experience**
Program Director/Head Coordinator: • Doctoral degree in health information management, health informatics, healthcare administration, or a related field. • Extensive experience in academia and/or the healthcare industry, preferably 10-15 years or more. • Strong leadership and organizational skills.		
Faculty Members/ Instructors: Master's or doctoral degree in health information management, health informatics, healthcare administration, medical coding, data analytics, or a related field. • Teaching experience at the undergraduate or postgraduate level is preferred, typically 5- 10 years or more.	• Health Information Management 1. 2. • Basic Sciences 1. 2. • Management 1. 2. • Statistics 2. • Computer Sciences 1. 2.	

Technical Instructors • Bachelor‟s & Master‟s degree in health information management, health informatics, healthcare administration, medical coding, data analytics, or a related field. • Experience in health information management or related healthcare fields, typically 3-5 years or more. • Teaching experience is desirable.	1. 2.	
Lab assistant: • Qualifications vary depending on the specific roles and responsibilities. • Lab assistant may have degrees or certifications in Computer sciences or IT, Experience of typically 1-3 years or more.		
Administrative Staff: • Bachelor's degree in business administration, education, or a related field. • Experience in higher education administration, preferably in a healthcare or academic setting, typically 2-5 years or more. • Strong communication and organizational skills		
Toilet-Boys		
Toilet-Girls		
Hostel-Girls		
Hostel -Boys		

INFRASTRUCTURE REQUIREMENTS:

Hospital:

Total Bed Strength:
(Required 100)

Laboratory Requirements

Name of the Lab and requirements	Availability
Health information technology lab: Equipped with computers, software for health information systems, coding software, and databases.	
Anatomy and physiology lab: Equipped with anatomical models, charts, and multimedia resources	
Data analysis lab: Equipped with statistical software for data analysis and visualization.	
Classrooms and Lecture Halls: • Equipped with audio-visual aids for effective teaching delivery. • Adequate seating capacity to accommodate students and faculty.	
Library and Information Resources: Physical and digital collections of textbooks, journals, research articles, and reference materials related to health information management. • Access to online databases and electronic resources relevant to HIM.	**General Remarks of the Library:** List of Physical and digital collections of textbooks, journals, research articles, and reference materials related to health information management shall be Annexed
Simulation Center: (If institution afford to establish) • Provides simulated healthcare environments for hands-on training in health information management processes and procedures. • Includes simulated patient records and scenarios for coding, documentation, and data analysis exercises.	
Faculty Offices: • Individual rooms/cubicles /shared workspace for faculty members to prepare lectures, conduct research, and meet with students. • Equipped with computers, internet access, and necessary software.	
Student Support Services: • Academic advising and counseling services to	

support student success and progression through the program. • Career services to assist students with internships, job placements, and professional development.	
Administrative Offices: • Individual offices or shared workspace for faculty members to prepare lectures, conduct research, and meet with students. • Equipped with computers, internet access, and necessary software.	**Remarks:** No.of Rooms available: No. of Computers available:
Technology Infrastructure: • Individual offices or shared workspace for faculty members to prepare lectures, • Equipped with computers, internet access, and necessary software	**Remarks**
Research Facilities: • Individual offices or shared workspace for faculty members to prepare lectures, • Equipped with computers, internet access, and necessary software	**Remarks**

Suggested List of Reference textbook and online materials

An institution offering HIM programs shall make necessary arrangements to procure/online access to a minimum set of textbooks/online resources in various semesters for students/faculty reference purpose. Institutions may provide additional learning resources such as periodicals, journals etc. as per the requirements.

1. Human Anatomy by Dr. B. D. Chaurasia (Vol 1,2,3,4)
2. Chaurasia's handbook of human anatomy Netter's Atlas
3. Basics of Medical Physiology,4th edition, D. Venkatesh, H.H. Sudhakar
4. Essential Pathology for Dental students, Harsh Mohan, 3rd edition,2010 Jaypee.
5. General and systemic pathology, JCE Underwood and S S Cross, 7th edition, 2018, Churchill Livingstone.
6. Essentials of Medical Pharmacology: K.D. Tripathi, Jaypee brothers medical publishers(P) Ltd, 8th edition, 2018
7. Principles of Pharmacology: H L Sharma and K. K Sharma, Paras Medical Publishers,3rd edition, 2017
8. Lwanga SK, Tye CY, Ayeni O. Teaching health statistics: lesson and seminar outlines.World Health Organization, Marketing and Dissemination, 1211 Geneva 27, Switzerland;1999.
9. 2. Health research methodology: a guide for training in research methods. World HealthOrganization; 2001.

10. Rao PS, Richard J. An Introduction to Biostatistics: A manual for students in health sciences. Prentice/Hall of India; 1996.
11. Mahajan BK, Khanal AB. Methods in biostatistics: for medical students and research workers. Jaypee Brothers Medical Publishers; 2010.
12. Wilson J. (2010) Essential of Research Methods, SAGE Publication
13. Introduction to Biostatistics: A Manual for Students in Health Sciences Sundar Rao P S S; Richard J
14. Cambridge English of American English – Cambridge University
15. Roach, Peter, James Hartman, Jane Setter, and Daniel Jones. Cambridge English Pronouncing Dictionary. Cambridge: Cambridge University Press, 2006. Print.
16. Meenakshi Raman & Sangita Sharma, Technical Communication; Principles and Practice, Oxford University Press, 2011.
17. David Green, Contemporary English Grammar, Structure and Composition, Macmillan, Bangalore, 2008.
18. Raymond Murphy, Essential English Grammar: A Self- Study Reference and Practice Book, Cambridge University Press, 2001
19. Easy Computer Basics- Michael Miller
20. Teach Yourself Basic Computer Skills - Moira Stephen
21. Microsoft Office for Dummies-Wallace Wang
22. New Perspectives Microsoft Office 365 & Excel 2019 Comprehensive
23. Baron, R. A., Byrne, D., & Mankowitz, B. H. (1977). Psychology: Understanding behaviour. Philadelphia: W.B. Saunders Co.
24. Feldman, R. S. (1993). Understanding Psychology. New York: McGraw-Hill
25. Margaret A Skurka, Health Information Management
26. Nandina Davis, Introduction to Health Information Technology
27. Edna K Huffman, Medical Records Management
28. Michelle A Green, Mary Jo Bowie, Essentials of Health Information Management – Principles and Practice
29. Health Management- Vol-2, National Institute of Health & Family Welfare
30. C M Francis , Medical Ethics
31. S K Singhal, Medical ethics and Consumer Protection Act
32. BMA Publication, Medical Ethics today – Handbook of Ethics and Law
33. Dana C McWay, Legal Aspect of Health Information Management, Thomson Delmer Publication
34. Ethical Challenges in the Management of Health Information – 2nd Edition, AHIMA – J & B Publication
35. Benny Joseph, Environmental Studies, Tata McGraw-Hill Publishing Company Ltd.,New Delhi (2008).
36. Student guide: Environment Reader for Universities, based on UGC syllabus published by Centre for Science and Environment, (2017).
37. P. M. Bhakshi. The Constitutution of India. Universal Law Publishing.(2017)
38. Dr. Durga Das Basu. Introduction to the Constitution of India. Lexis Nexis.(2013)
39. Medical Terminology; A system Approach- Barbara. A. Gylys, Mary Ellen Wedding
40. Medical Dictionary(Dorland‟s/Stedman/Oxford)
41. A.K, Jain. et al., (2008-5th Edition). Professional Communication Skills, 2008, New Delhi, S Chand and Company.
42. Raman, M., & Singh, P. (2012). Business communication. New Delhi: Oxford University Press.
43. Raman, M & Sharma S (2014). Technical Communication: Principles and Practice. Oxford University Press. New Delhi
44. Mike McGrath, “Access in easy steps”. 2019
45. Steven Roman, “Access Database Design & Programming”,1st edition
46. Healthcare Management: Organizational Design and Behaviour – Stephen M Shortell, A D. Kaluzny

47. Koontz, H, & Weihrich, H (2016). Essentials of Management: An International Perspective (8thed.), Tata McGraw Hills, New Delhi.
48. Robbins, S. (2017). Management, (13th ed.), Pearson Education, New Delhi.
49. Medical Record Management –By G.D Mowgli
50. Hospital Administration-By.B.N.Sakarkar
51. Health Information: Management of a Strategic Resource, 5th Edition. Mervat Abdelhak Mary Alice Hanken
52. Mervat Abdelhak & Sara, Health Information: Management of a Strategic Resource
53. P S Tripathi & P N Reddy, Principles of Management
54. WHO / AITBS, Medical Records Manual – A guide for developing Countries
55. Kundar G D, Design of Total Quality in Healthcare.
56. Introduction to Healthcare Quality Management. Available at https://epdf.pub/introduction-to-healthcare-quality-management.html
57 A Donabedian, An introduction to Quality Assurance in Healthcare. Available at https://epdf.pub/an-introduction-to-quality-assurance-in-health-care.html
58. Mohan Bansal. Medical Informatics: A Primer. TMH 2003.
59. Paul Taylor. From Patient data to medical knowledge: The principles and Practice of Health Informatics. Blackwell Publication
60. Introduction to healthcare economics & Financial Management- Susan. J.Penner
61. L. M Prasad, Organisational Behaviour, S. Chand Publishers, New Delhi
62. Schermerhorn, Hunt and Osborn : Managing Organisational Behaviour, John Wiley and Sons, New York 1994
63. Introduction to Health care informatics Susan .H.Fenton and Sue Biedermann (AHIMA Publication)
64. Guide to Health Informatics Enrico Ciera
65. WHO, Design and Implementation of Health Information System
66. Petrick W O Carroll, William A Yasnoff, David A Ross. Public Health Informatics and Information System. Springer Publication
67. Hospitals; Facilities, Planning & Management- G. D. Kunder
68. Hospital Management module II- NIHFW, New Delhi
69. Medical Transcription (2005) by Blanche Ettinger, Alice G. Ettinger
70. International Classification of Diseases, 10th revision – volumes 1, 2 &3. Published by WHO
71. Physicians' Handbook on Medical Certification of Death (4/2003)
72. Training manual on health insurance, published by by Institute of Public Health in collaboration with WHO.
73. Planning and Implementing health insurance programs in India-A guide N.Devadasan
74. Health Policies, National Health Portal of India. Available at https://www.nhp.gov.in/health-policies_pg
75. K V Ramani, Global Public Health Policies: Case studies from India on planning and implementation. Business Express Press
76. S L Geol, Dr R Kumar, Hospital Administration and Management
77. Robert F Smallwood. Information Governance: Concept, Strategies and Best Practice.April 2014. Wiley Publication
78. John Lannrelli, Micheal O‟Shaughnessy. Information Governance and Security. 2015 Edition. Elsevier
79. ICD-10-PCS Reference Manual". Centers for Medicare & Medicaid Services. 2019.
80. Development of the ICD-10 Procedure Coding System (ICD-10-PCS) Richard F. Averill, M.S., Robert L. Mullin, M.D., Barbara A. Steinbeck, RHIT, Norbert I. Goldfield, M.D, Thelma M. Grant, RHIA, Rhonda R. Butler, CCS, CCS-P
81. Principles of Management - Tripathi P.C. & Reddy P.N.
82. Managing a modern hospital - A.V Srinivasan -Response books SAGE
83. Human resource management – Dr. C.B. Gupta – Sultan and Sons publishing
84. Human resource management and Personnel management - K. Aswathappa – Tata Mc Graw Hill publishing company

85. Clinical Documentation Improvement, Principle and Practice. Pamela Carroll Hess, MA, RHIA, CCS, CDIP, CPC, AHIMA Press, ISBN 978-1-58426-502-3.