[LB 0212]   **AUGUST 2012**   **Sub. Code: 1301**
DIPLOMA IN MEDICAL RECORD SCIENCE
FIRST YEAR
PAPER I – MEDICAL RECORD SCIENCE
Q.P. Code : 841301

Time : Three hours   **Maximum : 100 marks**
  (180 Mins)   **Answer ALL questions in the same order.**

I. Elaborate on:

	Pages (Max.)	Time (Max.)	Marks (Max.)
1. Explain the content of the Medical Record.	7	20	10
2. Write required characteristics of entries in Medical Record.	7	20	10
3. What are the four basic components of management?	7	20	10

II. Write notes on:

1. Content of the Disease and Procedure Indexes.	4	9	5
2. Explain value of the Medical Records.	4	9	5
3. State the purpose of a number index, disease and operation index.	4	9	5
4. Write Policies, Rules, Procedures and Standards in Medical Record Management.	4	9	5
5. Write Inpatient Assembling Order.	4	9	5
6. Explain Hospital Death rate with formula.	4	9	5
7. Explain methods of releasing information.	4	9	5
8. Steps in preparing a record for micro filing.	4	9	5
9. Explain special consideration forms design.	4	9	5
10. Explain responsibilities of Medical Record Officer.	4	9	5

III. Short Answers on:

1. Consultation Report.	1	3	2
2. Formula of Autopsy rates (Gross and Net).	1	3	2
3. Define "Obstetrics" and "Not Delivered".	1	3	2
4. Admission/Discharge Record.	1	3	2
5. Define Directing Function.	1	3	2
6. Components of Management.	1	3	2
7. Computerized Patient Records.	1	3	2
8. Purging of Record.	1	3	2
9. Basic Forms design rules.	1	3	2
10. Medical Records Committee.	1	3	2

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