

[LF 0212]

AUGUST 2014

Sub. Code: 1314

DIPLOMA IN MEDICAL RECORD SCIENCE

SECOND YEAR

PAPER IV– HOSPITAL ORGANISATION & ADMINISTRATION

Q.P. Code : 841314

Time: Three Hours

Maximum: 100 Marks

Answer all questions

I. Elaborate on:

(3 x 10 = 30)

1. What are the leadership qualities that a Hospital Administrator must have?
2. What are the role and responsibilities of Medical Records Committee?
3. What is evaluation? What is the purpose of evaluation?

II. Write notes on:

(10 x 5 = 50)

1. What are the 2 parts of planning? Explain them.
2. What are the two basic sets of function that hospitals perform?
3. What are the functions of a governing body in making policies, rules and regulations?
4. Write any five objectives of the Nursing Service.
5. What is Buzz group? What is its purpose?
6. What are the advantages and disadvantages of having Centralized diagnostic services?
7. List out any 5 physician related common problems associated with Medical Records.
8. Explain any two types of filing system.
9. What is daycare? What are its benefits?
10. Explain informed consent.

III. Short answers on:

(10 x 2 = 20)

1. What are the advantages of sharing decision making?
2. List out any three responsibilities of a Personnel Manager.
3. Explain Source Oriented Medical Records.
4. Write short notes on Disease and Operation index.
5. Write the formula for Post operative death rate.
6. Write about correction of errors or omissions in a medical record.
7. Write short notes on performance appraisal.
8. Write short notes on Organ Transplants.
9. Write short notes on Casualty services.
10. List out the members of Medical Records Committee.
