

**DIPLOMA IN MEDICAL RECORD SCIENCE
FIRST YEAR
PAPER I – MEDICAL RECORD SCIENCE**

Q.P. Code : 841301

Time : Three Hours

Maximum : 100 Marks

Answer All questions.

I. Elaborate on:

(3 x 10 = 30)

1. Describe three types of numbering system and compare the advantages and disadvantages of each system.
2. Write about development of medical records from Egyptian to Jewish period.
3. As a medical records Manager how will you plan the enabling working environment of the department?

II. Write notes on:

(10 x 5 = 50)

1. Name the steps involved in preparing medical records for filming.
2. Define medical record and state the purpose of it.
3. Explain Terminal and Middle digit filing system with an example.
4. List the steps to be taken in preparing patients medical record for entering in to court proceeding.
5. What is Quality assessment? How will you conduct it in a MRD?
6. Write the names of five medical record forms with its uses.
7. Describe the medical records safety and Prevention methods adopted in a medical record storage area.
8. Explain the values of medicals records for care providers and receivers.
9. Describe and compare centralized and decentralized filing system.
10. Describe good form design principles for the development of Medical record Forms.

III. Short Answers on:

(10 x 2 = 20)

1. Write about Birth and Death Register.
2. Define Indexing.
3. What is Medical negligence?
4. Who was Ms. Grace Whiting Myers?
5. Justify, why medical records are required for every patient?
6. What is Subpoena?
7. Name two electronic storage methods adopted in the field of medical records management.
8. What is retention policy?
9. Describe collection and sorting process of medical records.
10. During Jewish Period, the principle sources of information are the and the
