

**SYLLABUS FOR DMRSc 1-1 MEDICAL RECORD SCIENCE**  
**FIRST YEAR**

**Subject description:** Information is the life blood of health care delivery system. The medical record, in manual or automated form, houses the medical information that describes all aspects of patient care. Physicians, nurses, and other health care providers require medical information for treating a patient. The medical record serves as a communication link among care-givers. Documentation in the medical record also serves to protect the legal interests of the patient, health care provider, and health care facility.

**1. History of Development of Medical Records During different periods**

1. Early Ancient Times to Renaissance Period (16<sup>th</sup> & 17<sup>th</sup> Centuries)
2. 18<sup>th</sup> -20<sup>th</sup> Centuries and Till Date
3. In U.S.A.
4. At International Level
5. In India

**II. Characteristics of quality Medical Records:**

- Definition, Characteristics of 'Good' Medical Record
- Values of 'Good' Medical Record to various users
- Required Characteristics of entries in medical Records
- Responsibility for Medical Record Quality
- Source-oriented, Problem-oriented, and Integrated medical records
- Medical Record Forms and their Content
- Standard Order of Arrangement of Medical Record forms
- Analysis of Medical Record-Quantitative & Qualitative
- Incomplete Record Control

**III. Medical Records for different patient encounters with health care facility**

- i. Ambulatory Care Records {Emergency & Outpatient Records}
- ii. Clinical Records in Long Term Care and Rehabilitation Facilities
- iii. Mental Health Records

**IV. Filing Methods, Storage, and Retention**

- Numbering and Filing Systems
- Filing
- Storage- Microfilming and Disk Storage
- Retention
- Registers & Indexes
- Record movement control & Tracking system

## **V. Organizational Aspects of Medical Record Department/Services**

- Policies
- Functions
- Location, Space and Layout
- Equipment
- Forms Designing and Control
- Medical Records Flow and Processing

## **VI. Organizational Aspects of the Centralized Admitting Services**

- Principles of Identification of a Patient
- Methods of Collection of Identification Data
- Types of Central Admitting Services
- Admitting Policies
- Procedure Outlines for Admissions
- Flow of Records following Admissions
- Advantages of good Admitting Policies and Procedures
- Pre-requisites for smooth & efficient functioning of the Centralized Admitting Services

## **VII. Medical Record Department Management**

- i. Planning, Organizing, Directing and Controlling
- ii. Personnel
- iii. Principal Responsibilities and Duties of the Medical Record Administrator/ Director
- iv. Tools of Management in the Hands of the Medical Record Administrator/ Director

## **XII. Medico-Legal Aspects of the Medical Records**

1. Medical Ethics , Hippocratic Oath, and Code of Ethics for the Medical Record Professionals
2. Ownership of the Medical Record Privileged Communication

## **DMRSc 1-2 Anatomy,Physiology & lab science**

### **HUMAN ANATOMY AND PHYSIOLOGY**

#### ***Objectives:***

*To make the student to understand medical documentation to perform record analysis, and International Classification of diseases to clinical pertinence.*

On completion of this subject, the student will be able to:

- Identify all anatomical structures of the human body
- Understand the technical functions of various organs and systems of the body
- Acquire knowledge about various body fluids, hormones and enzymes

Topics Covered:

- i. Integumentary system,
- ii. Musculoskeletal system,
- iii. Respiratory system,
- iv. Cardiovascular system,
- v. Blood and lymphatic system,
- vi. Digestive system,
- vii. Urogenital systems,
  - viii. Endocrine system,
- ix. Nervous system,
- x. Organs of special sense.

### **DMRSc1-3 General Bio-Statistics**

- i. **Definition** of Statistics and Biostatistics
- ii. **Frequency Distribution:** Measures of Central Tendency – Arithmetic Mean, Median and Mode for un-grouped and grouped data
- iii. **Presentation of data:** Bar diagram, Pie Diagram, Histogram, Frequency polygon, Frequency curve, and Line diagram.
- iv. **Measures of Variation:** Range, Inter Quartiles, Mean Deviation, Standard Deviation Co-efficient of Variation
- v. **Probability:** Definitions of Classical Probability (Priori) and Frequency, Probability (Posteriori), Addition and Multiplicative Theorems of Probability
- vi. **Probability Distribution:** Binomial distribution, Poisson distribution and Normal distribution
- vii. **Sampling-** Definition: Population and simple Sampling, Simple Random Sampling, Stratified Random Sampling, Systematic Random Sampling and Cluster Sampling
- viii. **Correlation and Regression:** Scatter Diagram, Linear Correlation and Linear Regression Equation Test of Significance – Procedure Test of Significance for large samples and for small samples Chi-square Test – Testing for association Misuse of Chi-square Test

### **HOSPITAL STATISTICS**

- Definition of hospital statistics, and important Hospital Terms
- Sources of Hospital Statistics – Registers, Medical Records and Daily Ward Census

- Analysis of Hospital Services and Discharges
- Important Rates, Ratio and Percentages with Formula
- Uses and Limitations of Hospital Statistics.  
Hospital Statistics Reporting.

## **MRSc1-4 Communication skills in English**

### **I. Basics of Communication:**

- Process of and models of communications
- Types of communications:
  - a). Oral communication
  - b). Written Communication
  - c). Non-verbal communication & Body language
- Barriers to communications

### **II. Reading Skills:**

- Types of readings: Skimming, Scanning, intensive / loud / silent reading, map reading
- Sample passages for reading with comprehension exercises
- Tables and Graphic Organizers

### **III. Listening skills**

- Definition of listening
- Types of Listening
- Purposes of listening
- Obstacles for listening
- Contexts of listening
- To be a good listener
- Listening to a Lecture

### **IV. Speaking Skills**

- Formal & Informal Conversation: Agreeing, Emphasizing, thinking ahead, correcting oneself, interrupting, politely expressing reservations, opinions, disagreeing, accepting invitations declining invitations etc.
- Telephone Conversation
- Interviews

## **DMRSc1-5 Medical Terminology**

### **I. Introduction to Medical Terminology**

1. Definition and Origin of Medical Terms.
2. Components of Medical Terms

3. Prefixes
4. Suffixes
5. Roots and Combining forms
6. External Anatomy and Internal Anatomy
7. Additional Lists and their combining forms grouped as:
  - Verbs
  - Adjectives
  - Body Fluids
  - Body Substances
  - Chemicals
  - Colours
  - Phobias

## **II. Terms Relating to the Body as a Whole**

1. Study of the Body
2. Basic Structures
3. Cells
4. Tissues
5. Organs
6. Systems
7. Directions
8. Anatomic Planes and Position

### **III. The Skeletal System**

1. Pathologic conditions (Inflammations and Infections)
2. Hereditary, Congenital and Developmental Disorders
3. Fractures
4. Metabolic and Deficiency Diseases
5. Symptomatic Terms
6. Diagnostic Terms
7. Oncology Terms
8. Operative Terms
9. Laboratory Tests and Procedures
10. Standard Abbreviations

### **IV. The Muscular System**

1. Pathologic Conditions
2. Degenerative and Innervative Disorders
3. Hereditary, Congenital and Developmental Disorders
4. Symptomatic Terms
5. Diagnostic Terms
6. Oncology Terms
7. Operative Terms
8. Laboratory Tests and Procedures.
9. Standard Abbreviations

## **SYLLABUS FOR DMRT COURSE-SECOND YEAR**

### **PAPER 1 I C D – 10 (Diagnosis-INTERNATIONAL CLASSIFICATION OF DISEASES.**

ICD-9 (Surgical Procedures) (ICPM-INTERNATIONAL CLASSIFICATION OF PROCEDURES IN MEDICINE)

Reference: WHO Publications

### **PAPER 2 : HEALTH INFORMATION MANAGEMENT (HIM)**

Secondary Records and Health care Databases  
Health Information Management Profession  
Paper- based Health Records  
Research Methods  
Healthcare Delivery systems  
Clinical Quality Management  
The Management Quality`

Reference:-By Kathleen M. La Tour and Shirley Eichenwald Maki on Health Information Concepts, Principles and Practice

### **PAPER 3 : HOSPITAL ORGANIZATION AND ADMINISTRATION**

Hospital Organization – structure and function

- Objectives of a Hospital
- Types of hospitals
- uniqueness of the hospital
- Hospital Organizational Principles
- Hospital Organizational Functions
- Functions of the Governing body
- Department Heads

Hospital Committees

- Management/Administrative committee
- Medical Committee
- Quality Assurance Committee
- Medical Record Committee
- Infection Control Committee
- Continuing Professional Education Committee

Health Information Department Management

- Overview of Management
- The Planning function
- The Organizing function
- The Directing function
- The Controlling function

Management Health Information Department Personnel

- Communication
- Personnel Supervision

References: Health Information Management, 10<sup>th</sup> edition-by Edna K Huffman

**SCHEME OF EXAMS FOR DIPLOMA IN MEDICAL RECORD SCIENCE**

The scheme of examination is as follows:

**FIRST YEAR**

Sl. No.	Subject Title	I A		University Exam		Oral	
		Max	Min	Max	Min	Max	Min
1.	Medical Record Science	50	25	100	50	50	25
2.	Anatomy, Physiology, & lab science	50	25	100	50	-	-
3.	General statistics & Biostatistics	50	25	100	50	-	-
4.	Medical Terminology	50	25	100	50	50	25

**Internal Paper:**

Sl. No.	Subject Title	I A		Theory	
		Max	Min	Max	Min
1.	* Communication skills in English	50	25	100	50

\* English is internal paper. Marks to be sent to the university. There will be no university examination for English paper.

**Internal Assessment**

Theory (20)	Practical (20)	Log Book/Project/Record(10)
-------------	----------------	-----------------------------

- Wherever there is no Log Book/Project/Record work the 10 mark be added to the Practical of the respective subject.



## **SECOND YEAR**

Sl. No.	Subject Title	I A		University Exam		Oral	
		Max	Min	Max	Min	Max	Min
1.	International Classification of Diseases(ICD-10) and Surgical Procedures (ICD-9CM)	50	25	100	50	50	25
2.	Health Information Management	50	25	100	50	50	25
3.	Hospital Organization & Administration	50	25	100	50	-	-

### **Internal Paper:**

Sl. No.	Subject Title	I A		Theory	
		Max	Min	Max	Min
1.	* Computer skills	50	25	100	50

\* Computer skills is internal paper. Marks to be sent to the university. There will be no university examination for Computer skills paper.

## **FIRST YEAR**

Sub code	Subjects	Duration of exams	Session marks	University marks
DMRSc 1-1	Medical Record Science	3 hours	50	100
DMRSc 1-2	Anatomy, Physiology, & lab science	3 hours	50	100
DMRSc 1-3	General statistics & Biostatistics	3 hours	50	100
DMRSc 1-4	Communication skills	3 hours	50	100
DMRSc 1-5	Medical Terminology I	3 hours	50	100
Oral	Oral in DMRSc 1&5 paper	15 mts	50	50

## SECOND YEAR

<b>Sub code</b>	<b>Subjects</b>	<b>Duration of exams</b>	<b>Session marks</b>	<b>University marks</b>
DMRSc 2-1	International Classification of Diseases(ICD-10) and Surgical Procedures (ICD-9CM)	3 hours	50	100
DMRSc 2-2	Health Information Management	3 hours	50	100
DMRSc 2-3	Computer Skills	3 hours	50	100
DMRSc 2-4	Hospital Organization & Administration	3 hours	50	100
Oral	Oral in DMRSc 1&2 paper	15 mts	50	50

### RECOMMENDED CLOCK HOURS OF INSTRUCTION FOR EACH SUBJECT:

<b>Sub code</b>	<b>Subjects</b>	<b>Lecture hours</b>
DMRSc 1-1	Medical Record Science	80 hours
DMRSc 1-2	Anatomy, Physiology, & lab science	80 hours
DMRSc 1-3	General statistics & Biostatistics	50 hours
DMRSc 1-4	Communication skills	120 hours
DMRSc 1-5	Medical Terminology I	75 hours
DMRSc 2-1	International Classification of Diseases(ICD-10) and Surgical Procedures(ICD-9CM),	100 hours
DMRSc 2-2	Health Information Management	60 hours
DMRSc 2-3	Computer Skills	80 hours
DMRSc 2-4	Hospital Organization & Administration	60 hours
	Practical Experience (Total hours for 2 years)	2000 hours
	Special Lectures	50 hours