

**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. Explain the various functions of Medical Records department.
2. What is Ethics and explain code for Medical Records professionals?
3. Define Medical Records? Identify six purposes of Medical Records.

**II. Write notes on:**

**(10 x 5 = 50)**

1. Explain the uses of Medical Records of Personal and Impersonal Documents.
2. What is master patient index? Explain briefly the methods of arranging Master patient index cards.
3. Explain three Numbering systems.
4. Explain briefly the SOAP methods used in the POMR.
5. Explain the advantages of Centralized and Decentralized filing system.
6. Explain about History and Physical examination.
7. Write about confidentiality and unauthorized disclosure of patient information.
8. List the standard assembling order of Inpatient Records.
9. Write down the values of Medical Records.
10. To present minimize misfiling. List out and explain the techniques used.

**III. Short Answers on:**

**(10 x 2 = 20)**

1. Tracer card.
2. Retention records.
3. Admission register.
4. Forms committee.
5. Deficiency check.
6. Unit records.
7. Accident register.
8. Nurses notes.
9. Consultation reports.
10. Short stay records.

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