

**B.Sc. IN MEDICAL RECORD SCIENCE AND
HEALTH INFORMATION TECHNOLOGY**

Term-End Examination

December, 2013

BAHI-021 : MEDICAL RECORD SCIENCE

Time : 3 Hours

Maximum Marks : 70

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- Note : (i) This question paper consists of part A and B.
(ii) Part A contains eight questions. Answer any five questions.
(iii) Part B contains eight short-notes. Write any five short notes.*
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PART-A

Answer *any five* questions. 8x5=40

1. Discuss quantitative and qualitative analysis of Medical Records.
2. (a) Define centralization and decentralization of Medical Record storage area.
(b) Explain Terminal digit filing system
3. Write about the development of Medical Records Management, at our National Level.
4. Discuss location, space and layout of a well-organized Medical Records Department.
5. Explain the essential principles of identification of a patient.

6. Explain the principal responsibilities and duties of a Medical Record Administrator.
7. Explain the concept of Quality Assurance and Utilization Review of care rendered in any Health Care facility.
8. Explain Medical Record Department's inter departmental relationship with other departments of the hospital.

PART-B

9. Write short notes on *any five* of the following : 6x5=30
 - (a) Staff requirement of any well organized Medical Record Department.
 - (b) Microfilming of Medical Records.
 - (c) Short form or Short Stay Medical Record.
 - (d) Medical Record Forms Committee.
 - (e) Outguide or Tracer Card.
 - (f) Values of Medical Record to different users.
 - (g) Release of patient information.
 - (h) Medical Care Evaluation.
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