

00082 B.Sc. IN MEDICAL RECORDS SCIENCE AND
HEALTH INFORMATION TECHNOLOGY

Term-End Examination

December, 2013

BAHI-024 : INTRODUCTION TO MANAGEMENT ;
ORGANISATION AND MANAGEMENT OF
HOSPITAL AND HEALTH SYSTEM

Time : 3 hours

Maximum Marks : 70

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- Note : (i) This question paper has two Parts.
(ii) Attempt **any five** questions from Part-A. Each question carries 8 marks.
(iii) Attempt **any five** short notes from Part-B. Each carries 6 marks.
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PART- A

1. List and explain the distinct (major) groups of services in a hospital. 5x8=40
2. How will you plan your time in the most effective way ?
3. List the possible barriers of communication.
4. Write the job description of a Medical Record Officer.
5. Write the responsibilities of Human Resources Department/Personal Dept - Head.

6. Write about the planning of a good Out Patient Department (OPD) block services area.
7. Write the steps of processing purchase.
8. Explain the role of Finance Manager.

PART - B

9. Write short notes : 5x6=30
 - (a) Acute care(secondary care) Hospital
 - (b) Nursing Service
 - (c) Objective of Casualty service
 - (d) Disaster Management
 - (e) Infection Control Committee
 - (f) Admission Office
 - (g) Pyramidal Organizational Hierarchy
 - (h) Decision Making
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