

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

Term-End Examination

December, 2015

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

Time : 3 hours

Maximum Marks : 70

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

PART - A

Answer **any five** questions :

1. What are the general principles of management and explain one in detail ? 8
2. List various Hospital Committees and discuss about the objective of Medical Record Committee. 8
3. Write about various diagnostic services in a general Hospital. 8
4. Describe the Process of Disaster Management. 8
5. Explain different types of Hospital. 8

6. Write the requirements of an able or successful Administrator. 8
7. What are the barriers (blocks) for communication ? 8
8. What is material management ? Describe organization and functions of material management. 8

PART - B

9. Write short notes on **any five** of the following : **5x6=30**
- (a) Personal Department.
 - (b) Day Care.
 - (c) Communicable diseases.
 - (d) Consumer Protection Act.
 - (e) Wasting of time.
 - (f) Functions of Admission Office.
 - (g) Decision making.
 - (h) Medical Audit.
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