

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

Term-End Examination

December, 2011

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 8 questions. Answer any five questions.*
 - (iii) *Part-B contains 8 short notes. Write any 5 short notes.*
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PART - A

Answer *any five* questions :

8x5=40

1. Define Medical Record. Illustrate uses of Medical Record as Personal and Impersonal document.
2. Describe the following numbering system and list one advantage and disadvantage of each system.
 - (a) Serial
 - (b) Unit
 - (c) Serial unit.

3. Describe the usual arrangement of the Patient Medical Record in the nursing unit and in the Medical Record department for permanent filing.
4. Describe the process used to microfilm the records. Name five advantages in having microfilm system.
5. List the reasons why open shelf filing units are preferable over the file cabinets for Medical Record storage in the filing area.
6. Enlist the main functions of Medical Record Department.
7. What are the different registers maintained in the Medical Record Department ? Explain about charge out register for control of movement of Records.
8. What is master patient index ? Explain briefly the methods of arranging master patient index cards. Prepare a sample of patient index card.

PART - B

9. Write short notes on *any five* of the following 6x5=30
- (a) Privileged communication.
 - (b) Informed consent.
 - (c) Subpeona.
 - (d) Tracer card.
 - (e) Short Stay Record.
 - (f) Consultation Report.
 - (g) Retention Policy of Medical Record.
 - (h) The value of Medical Record to the Patient.
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