

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

**Term-End Examination**

**December , 2011**

**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.*

(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*

**PART - A**

1. Define Management. Enumerate the various functions of management. 8
2. Define communication. Enlist the barriers of communication. 8
3. Define motivation. Enumerate the various theories of motivation and describe salient features of any one theory. 8

4. What is materials management ? Describe the organisation and functions of materials management department of a hospital. 8
5. Describe the organisation and functions of OPD of a hospital. 8
6. Describe the Hospital Acquired Infections. 8
7. Discuss the role of a Hospital Administrator. 8
8. Describe the staffing and functions of a Primary Health Centre (PHC). 8

**PART - B**

9. Write short notes on *any* 5 of the following. Each carries 6 marks. 6x5=30

- (a) Waste management in hospitals.
  - (b) National Health Programmes.
  - (c) Health Insurance
  - (d) National Blindness Control Programme
  - (e) Universal safe precautions
  - (f) Preventive maintenance of equipment.
  - (g) Public relations in hospitals
  - (h) Primary Health Care.
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