

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

Term-End Examination

00133

December, 2016

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

Time : 3 hours

Maximum Marks : 70

*Note : Attempt any **six** questions. Question no. 9 is
compulsory.*

1. Define material management. Describe the organisation and functions of material management department of a hospital. 2+6=8
2. Discuss the planning of a good out patient (OPD) block service area. 8
3. Describe the Hospital Acquired Infections. 8
4. Explain how you will plan your time in the most effective way. 8
5. Discuss the role of a Hospital Administrator. 8

6. Describe the elements of communication process. 8
7. Explain the steps of processing purchase. 8
8. Write the Job description of a Medical Record officer. 8
9. Write short notes on any **five** of the following : $5 \times 6 = 30$
- (a) Waste Management in Hospitals
 - (b) Objective of Casualty Service
 - (c) W.H.O.
 - (d) Admission Office
 - (e) Health Insurance
 - (f) Primary Health Care
 - (g) Disaster Management
 - (h) Nursing Service
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