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

**Term-End Examination
June, 2012**

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 five short notes.*
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PART-A

Answer *any five* questions :

8x5=40

1. Describe briefly the procedures followed in the medical record department from the time you receive the inpatient records till they are filed permanently.
2. Define Medical Record and write the six purposes of Medical Records.

3. Describe terminal digit filing and place the following ten medical Record numbers in sequence according to each filing system ie. straight numeric ,middle digit and terminal digit.
352132, 452232, 854121, 702500, 454701, 322899, 650199, 455501, 303021, 251732.
4. Discuss the various systems and procedures available to ensure record control in Medical Record Department including requisition slips, charge out system and out guides.
5. Write the composition of Medical Record committee. Enumerate the functions of Medical Record Committee.
6. Write about the confidentiality of the Medical Record. Describe three legal theories used to support damage suits for unauthorised disclosure of Medical Record Information.
7. Give the main features of the following Medical Record forms.
 - (a) Discharge summary.
 - (b) Nurses note.
 - (c) Labour Record.
8. Define ethics and explain code of ethics of Medical Record Professionals.

PART-B

9. Write short notes on *any five* of the following. $6 \times 5 = 30$
- (a) P O M R.
 - (b) SOAP
 - (c) Deficiency check list.
 - (d) Compilation of Daily ward Census for the hospital census.
 - (e) Disease Index.
 - (f) Quality assurance programme
 - (g) Ambulatory care
 - (h) Filing equipment
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