

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

00015

Term-End Examination

June, 2014

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

Answer *any five* questions.

8x5=40

1. Write about Medical Record Department Policies and Rules for its Organization and Management.
2. Describe the following filing systems :
 - (a) Straight Numeric Filing
 - (b) Terminal Digit Filing
3. Explain Colour Coding of Medical Record folders and advantages thereof.
4. Explain the following indexing systems and draw any one of them :
 - (a) Disease Index
 - (b) Physician Index

5. Explain Patient Master Index and its uses and need for it in case of computerization of the system.
6. Write about the values of good medical record to :
 - (a) The Physician and
 - (b) The Health care facility
7. Write the functions of a Medical Record Department any well organized in a Health Care facility.
8. Explain Code of Ethics for Medical Record Professionals.

PART - B

9. Write short notes on **any five** of the following : **6x5=30**
 - (a) Nurses Bed-side Record
 - (b) Medical Record Retention Policy
 - (c) Advantages and Limitations of Unit Numbering system
 - (d) Medical Record as an impersonal document
 - (e) Standard order of arrangement of inpatient Medical Record forms
 - (f) Work environment of Medical Record Department particulars in the Filing Area
 - (g) Intradepartmental relationship in M.R.D.
 - (h) Ownership of the Medical Records as a document and its contents
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