

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

Term-End Examination

June, 2016

00206

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

Time : 3 hours

Maximum Marks : 70

*Note : This question paper has two parts, A and B.
Attempt any **five** questions from Part A. Each
question carries 8 marks. Attempt any **five** short
notes from Part B. Each carries 6 marks.*

PART A

*Answer any **five** questions.*

1. Describe the organisation and functions of
Medical Records Department of a hospital. $4+4=8$
2. Define motivation. Enumerate the various
theories of motivation and describe the salient
features of any one theory. $2+3+3=8$
3. Describe the hospital acquired infections. 8

4. Define Hospital. Describe the various roles and functions of a hospital. 2+6=8

5. How will you plan your time in the most effective way? 8

6. Describe the elements of communication process. 8

7. Enumerate the various departments of a major hospital. Describe any one of them. 4+4=8

8. Describe the Accident and Emergency Services of a hospital. 8

PART B

Write short notes on any five of the following :

5×6=30

- 9.**
- (a) Waste Management in Hospitals
 - (b) HRD (Human Resource Department)
 - (c) In-Patient Services
 - (d) Laboratory Services
 - (e) Budget
 - (f) Public Relations Department
 - (g) Role of World Health Organisation
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