

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

**Term-End Examination  
December, 2010**

**BAHI-021 : MEDICAL RECORD SCIENCE**

*Time : 3 hours*

*Maximum Marks : 70*

- 
- 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.*
- 

**PART - A**

Answer *any five* questions :

**8x5=40**

1. Explain the contents of Admissions and Discharge Record.
2. Write about the values of good medical records to the patient, the physician and the hospital.
3. List the standard arrangement of Medical Record forms and briefly write about "Physicians Progress Notes".

4. Explain briefly about centralization and decentralization in Storage of Medical Records and write about the advantages of centralization of medical records storage.
5. Describe about the Medical Record Retention Policies.
6. (a) Enlist three uses of Master Patient Index.  
(b) Design a good Master Patient Index (Alpha Index).
7. List different types of cameras used in Microfilming and write down the advantages of Storing Medical Records in Microfilms or Compact disks (CDs).
8. Describe the various functions of a Medical Records Department.

## PART - B

9. Write short notes on *any five* of the following : 6x5=30
- (a) Interdepartmental relationships of medical records personnel.
  - (b) Medical Audit.
  - (c) Personal and impersonal uses of medical records.
  - (d) Code of ethics for medical record professionals
  - (e) Disease Index
  - (f) Medical Record Committee
  - (g) Discharge Summary
  - (h) Quantitative and Qualitative analysis of Medical Records
-