MAULANA ABUL KALAM AZAD UNIVERSITY OF TECHNOLOGY, WEST BENGAL

Paper Code : BBA(HM)301   Medical Record Science

Time Allotted : 3 Hours

Full Marks :70

The Figures in the margin indicate full marks.
Candidate are required to give their answers in their own words as far as practicable

Group-A (Very Short Answer Type Question)

1. Answer any ten of the following :   [1 x 10 = 10]

   (I)   What is service?

   (II) Define medical audit sheet.

   (III) Define confidentiality.

   (IV) Define Consumer

   (V)   Define Clinical Information.

   (VI) Define Progress notes.

   (VII) Define Outpatient Record.

   (VIII) What are the responsibilities of a patient?

   (IX) Define medical malpractice

   (X)   Define CPR

   (XI) Define Patient's property.

   (XII) Define Inpatient record.

Group-B (Short Answer Type Question)
Answer any three of the following   [5 x 3 = 15]

2. Write a short note on Medical Record.   [5]
3. Write a short note on integrated medical records.   [5]
4. Define Master Patient Index.   [5]
5. What is the importance of Medical Records to physician?   [5]
6. Define retention of medical records for IPD,OPD and MLC cases.   [5]

Group-C (Long Answer Type Question)
Answer any three of the following   [15 x 3 = 45]

7. (a) What are hospital statistics?   [5]

   (b) Why are they so important in a hospital?   [5]

   (c) How to they help a hospital manager to assess the quality of services tendered by the hospital?   [5]

8. Describe in detail the process of retrieval of MRs.   [15]

9. Describe the staffing of medical records department with its location, layout and equipment required.   [15]

10. (a) Distinguish between manual and computerized record keeping.   [5]

    (b) What are the advantages of a computerized medical record?   [5]

    (c) List the functions of Medical Record Officer.   [5]

11. Elaborate the importance/benefits of medical records in   [15]
    a) Patient
    b) Physician
    c) Health Care Institution

*** END OF PAPER ***