	Utech
Name:	<u>A</u>
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Invigilator's Signature :	

CS/HM/SEM-3/BHM-304/2012-13 2012

MEDICAL RECORD SCIENCE-I

Time Allotted: 3 Hours Full Marks: 70

The figures in the margin indicate full marks.

Candidates are required to give their answers in their own words as far as practicable.

GROUP - A

(Multiple Choice Type Questions)

- 1. Choose the correct alternatives for the following : $10 \times 1 = 10$
 - i) Medical Record is important for
 - a) Patient

- b) Doctor
- c) Hospital
- d) All of these.
- ii) 'SOAP' concept has come on
 - a) SOMR

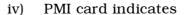
b) IMR

c) POMR

- d) none of these.
- iii) All are methods of filing except
 - a) Terminal Digit Filing
 - b) Straight Numeric Filing
 - c) Middle Digit Filing
 - d) Asteric Code Filing.

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- a) Patient Master Index Card
- b) Patient Management Index Card
- c) Personnel Management Index Card
- d) None of these.

v) EMR indicates

- a) Electronic Medical Record
- b) Entire Medical Record
- c) All of these
- d) None of these.

vi) A break in the colour pattern in the file section indicates

- a) A file contains various information
- b) Missing and dislocation of file
- c) Two folders having same file
- d) None of these.

vii) Which one is the proper order of MR process?

- a) Coding, Indexing, Filing, Retrieval
- b) Indexing, Coding, Filing, Retrieval
- c) Filing, Coding, Indexing, Retrieval
- d) Retrieval, Coding, Indexing, Filing.





viii) Medical Record includes all except

- a) Birth Certificate
- b) Diagnostic Reports
- c) Patient Identification Data
- d) Hospital's Promotional Process.
- ix) In Medico Legal Case
 - a) Local police should be informed
 - b) Local public should be informed
 - c) Both (a) and (b) should be informed
 - d) None of these.
- x) Legal documents include all *except*
 - a) Diagnostic reports
 - b) Documents of malpractice suits
 - c) Documents of Professional Misconduct
 - d) Documents of Indian Evidence Act.

GROUP - B

(Short Answer Type Questions)

Answer any *three* of the following.

 $3 \times 5 = 15$

- 2. Describe Bed Complement.
- 3. What are the characteristics of good Medical Record practice?

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- 4. Write a short note on POMR.
- 5. Describe benefits of medical record.
- The Parties of The Secretary and Confident

6. Discuss microfilming.

GROUP – C (Long Answer Type Questions)

Answer any *three* of the following. $3 \times 15 = 45$

- 7. Discuss elaborately filing methods of medical records. How colour coding is important? 8+7
- 8. Describe various statistical records maintained in hospital. What are the statutory requirements for maintaining medical records? 7+8
- 9. Discuss Report and Return in Medical Record.
- 10. Describe Record Retention Schedule. What do you understand by medical record retrieval? 8 + 7

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