



Name :

Roll No. :

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.



- iv) PMI card indicates
 - 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.
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

