



Name :

Roll No. :

Invigilator's Signature :

CS/HM-(SEPARATE SUPPLE)/SEM-5TH/BHM-502/2011

2011

SUPPORT & UTILITY SERVICES-II

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)

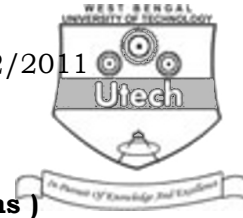
1. Choose the correct alternatives for any *ten* of the following :
 $10 \times 1 = 10$
 - i) SOAP stands for :
 - a) Standard Operating Assistance Process
 - b) Subjective Data Objective Data assessment Plan of Action
 - c) Subjective Data Operating Assistance Process
 - d) None of these.
 - ii) ALS stands for
 - a) Administrative Legal Services
 - b) Assistant Laboratory Super
 - c) Average Length of Stay
 - d) Average Life Span.



- iii) In the terminal digit filing method, the number used is usually of :
- a) 6 digit
 - b) 4 digit
 - c) 3 digit
 - d) 2 digit.
- iv) In medical records, diseases should be coded as per :
- a) WHO
 - b) UNICEF
 - c) ICD
 - d) Hospital.
- v) Discharge analysis and statistics is the function of :
- a) Admission office
 - b) Inquiry office
 - c) Central Record office
 - d) Out-patient record section.
- vi) ADT analysis stands for _____.
- vii) To preserve the dead bodies temperature to be maintained is
- a) $2^{\circ}\text{C} - 5^{\circ}\text{C}$
 - b) $0^{\circ}\text{C} - 2^{\circ}\text{C}$
 - c) $5^{\circ}\text{C} - 7^{\circ}\text{C}$.
- viii) Mortuary services are to be carried out
- a) round the clock
 - b) day time only
 - c) 6 am – 6 pm.



- ix) Medico legal post mortem should be done only
- a) during day time before sun set
 - b) during night
 - c) none of these.
- x) Unclaimed bodies are to be preserved for a minimum period of
- a) 72 hours
 - b) 48 hours
 - c) 96 hours.
- xi) All the mortuary workers should be vaccinated against :
- a) Rabies & Hepatitis B
 - b) Tetanus & Jaundice
 - c) Tuberculosis.
- xii) The height of principal mortuary room ceiling should not be less than :
- a) 10 ft
 - b) 12 ft
 - c) 8 ft.
- xiii) The recommended temperature for heating purpose required in various areas of the mortuary is :
- a) 50° F – 65° F
 - b) 35° F – 50° F
 - c) 65° F – 75° F



GROUP – B

(Short Answer Type Questions)

Write short notes on any *three* of the following. $3 \times 5 = 15$

2. The purposes of mortuary in a big teaching hospital.
3. The protocols for unclaimed bodies.
4. Average length of stay.
5. Terminal digit filing.
6. Disease index and operation index.
7. Reports and returns.

GROUP – C

(Long Answer Type Questions)

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

8. List three ways of identifying the bodies in a mortuary. Write in brief the physical facilities required in mortuary.
9. Discuss the staffing pattern of the MRD for a 500-bedded hospital. Discuss the purpose and use of medical records.
10. Discuss about the processing of records and the flow of in-patient records. Discuss about the coding and indexing of records.
11. Elaborate on the organization and function of pharmacy services in a hospital with special emphasis on the physical facilities, location and procedures.
12. Discuss about the basic elements in the fire safety programming. Discuss about the construction consideration to prevent fire in hospital with special reference to the construction of stairs, elevators and ramps.