

Rajiv Gandhi University of Health Sciences, Karnataka

III semester Bachelors in Hospital Administration Degree Examination – OCT-2019

Time: Three Hours

Max. Marks: 80 Marks

MEDICAL RECORDS MANAGEMENT

Q.P. CODE: 1311

Your answers should be specific to the questions asked. Draw neat, labeled diagrams wherever necessary

LONG ESSAYS (Answer any Two)

2 x 10 = 20 Marks

1. Discuss the methods for filing of medical records in hospitals & its advantages.
2. What is a medical record? What is the role of medical records for Hospitals?
Discuss the guiding principles for good record management.
3. What is Indexing? Explain the process, types & benefits of medical records indexing.

SHORT ESSAYS (Answer any Eight)

8 x 5 = 40 Marks

4. Write a note on out-patient medical records.
5. Discuss the latest trends in maintaining medical records.
6. Write a note on Diagnosis Related Groups (DRG).
7. Discuss the importance of medical records to physicians & health care organization.
8. Explain the various indicators used to assess hospital performance.
9. Write a note on Problem Oriented Medical Records (POMR).
10. Write a note on the registers maintained in a hospital for Patient care activities & nursing care activities.
11. How can you evaluate hospital services?
12. Principles of designing medical forms.
13. What is coding? Discuss the methods & process of medical records coding.

SHORT ANSWERS (Answer any ten)

10 x 2 = 20 Marks

14. Differentiate between bed capacity & bed compliment.
15. What is a document?
16. What is Daily ward census/medical census? How do you find the same?
17. When are medical records summoned to court?
18. Consent form.
19. Gross death rate & net death rate.
20. Dead bed space.
21. TPR chart & fluid balance chart.
22. What is medical audit? Enumerate its benefits.
23. Importance of medical records to Local inspection committee.
24. What is specimen? How are they documented?
25. Time limit for maintaining medical records in health care organization
