



Rajiv Gandhi University of Health Sciences, Karnataka

III semester Bachelors in Hospital Administration Degree Examination – APRIL-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. Medical records should be arranged in a way that it is easy to retrieve whenever in need of it. Discuss.
2. What is Diagnostic Related Groups (DRG)? Discuss its role and importance in medical records management.
3. What is Electronic Medical Records? Discuss its importance in health care industry.

SHORT ESSAYS (Answer any Eight)

8 x 5 = 40 Marks

4. Discuss the importance and method of evaluating medical care.
5. Write a note on International classification of disease and procedures.
6. What is medical record? Discuss the benefits of record keeping. Write a note on guiding principle in documentation.
7. Statistical data required to assess the utilization of hospital services
8. Write a note on outpatient medical records.
9. Statutory records maintained in hospital
10. Importance of medical records to patients and hospitals
11. Write a note on various registers maintained in hospital.
12. Discuss the importance and methods of medical record indexing.
13. Write a note on numeric filing system.

SHORT ANSWERS (Answer any ten)

10 x 2 = 20 Marks

14. Medical audit
15. Differentiate between record and document.
16. Emergency medical records
17. Documentation of specimens
18. Registers maintained in the Inpatient ward
19. X-ray film documentation
20. Bed turnover interval
21. Average length of stay
22. Differentiate between bed capacity and bed compliment.
23. Bed occupancy rate and bed turnover rate
24. Define Hospital Information System.
25. Bed not included in hospital bed
