



Rajiv Gandhi University of Health Sciences, Karnataka

III semester Bachelors in Hospital Administration Degree Examination – APRIL 2017

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. Explain the merits & demerits of different types of filing medical records.
2. Define Medical records & narrate its various uses.
3. Write a note on international Classification of diseases.

SHORT ESSAYS (Answer any Eight)

8 x 5 = 40 Marks

4. Discuss the types & purpose of registers maintained in a hospital.
5. Elaborate the principles of designing & significance of medical forms.
6. Discuss the principles & uses of Diagnosis related Groups (DRG).
7. Discuss the role of medical records in controlling Nosocomial infections.
8. Legal requirements to be fulfilled by the medical records.
9. Discuss the service utilization statistics used for hospital administration.
10. Electronic Health records. Its importance & challenges.
11. Importance & methods of evaluation of medical care.
12. Write a note on maintaining surgical records with special reference to patient consent.
13. Briefly explain about the classification of medical records.

SHORT ANSWERS (Answer any ten)

10 x 2 = 20 Marks

14. What factors must be considered when determining retention periods for hospital records?
15. How long are laboratory specimens usually kept?
16. Under what conditions should a large number of x-ray not be stored together in one envelope? How should x-ray reports be filed?
17. Give examples for middle digit system & straight numerical filing system.
18. Briefly explain about medico-legal case registration.
19. What is a pharmacy audit?
20. Define coding & indexing?
21. What is a unitary file system?
22. Explain the information that should be included on a file cover for patient case notes.
23. What types of forms can be used in a hospital?
24. What is the purpose of a summary sheet?
25. Explain the procedures involved with registering out-patient attendances in a hospital.

