



Rajiv Gandhi University of Health Sciences, Karnataka

III semester Bachelors in Hospital Administration Degree Examination – May 2016

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. How are Problem Oriented Medical Records maintained? Discuss its benefits.
2. Enumerate and discuss the contents and importance of various types of forms maintained in the hospital. Write a note on the criteria while designing the forms.
3. Write a note on medical record filing system.

SHORT ESSAYS (Answer any Eight)

8 x 5 = 40 Marks

4. Importance of Electronic medical records in improving patient satisfaction
5. Importance of medical records to hospital and its role in education
6. Principles of documentation and record keeping
7. What is coding? Discuss its importance in maintaining medical records.
8. What is Diagnosis Related Group (DRG) and how is it important in hospital?
9. Mandatory registers and reports maintained in hospitals
10. Importance of medical records for police and in court of law
11. Discuss the importance and methods of indexing.
12. How are outpatient and emergency records maintained?
13. Discuss the term Integrated and Source Oriented Medical Records.

SHORT ANSWERS (Answer any ten)

10 x 2 = 20 Marks

14. Nursing audit
15. Bed capacity and Bed complement
16. Dead bed space
17. Average length of stay and bed occupancy rate
18. Specimens
19. Write a note on Medicolegal case records.
20. TRP chart and fluid balance chart forms
21. Methods of keeping surgical records
22. Benefits of medical record management
23. Illustrate a discharge summary form
24. Bed Turnover rate v/s Bed Turnover interval
25. Storage of medical records

