

September 2009

[KV 244]

Sub. Code: 3061

M.Sc (MEDICAL SOCIOLOGY) DEGREE EXAMINATION

SECOND YEAR

(For candidates admitted from 2007-2008 onwards)

**Paper III – MEDICAL TERMINOLOGY AND MEDICAL RECORDS
MANAGEMENT**

Q.P. Code : 283061

Time : Three hours

Maximum : 100 marks

Draw suitable diagram wherever necessary.

Answer ALL questions.

I. Essays:

(2 x 20 = 40)

1. What is 'Medical information system' in hospital administration and explain its role in various areas of hospital administration with special reference to Medical Records Department
2. How to protect the interest of the hospital and its patient care team from malpractice suits by patients or their relatives. Explain in greater detail the various legal aspects involved in patient care and your suggestions to overcome them.

II. Write Short Notes on :

(10 x 6 = 60)

1. Identify the 'Suffix' in the following medical terms and give its meaning.
a) Atelectasis b) Osteomalacia c) Thoracocentesis
d) Oesophagoscopy d) Mastopexy e) Fibroid
2. To whom how the medical records are of great value in the hospital set up?
3. What is a Medico-legal case? Give five examples of MLC.
4. Explain the name of the disease classification system currently in use in hospitals in India and who brings out this classification and its purpose.
5. What is the need for a retention policy for medical records and the points to be borne in mind while framing the retention policy.
6. What short note on the use of symbols and abbreviations in medical terminology with examples.
7. Coin three medical terms from cardio-vascular system and give its meaning.
8. Outline the need for a centralized MRD in hospital and discuss its advantages and disadvantages
9. Explain the role of MRD staff in out-patient care.
10. List any three National Health Programs currently in operation in India and what is the contribution of Medical Records Department to such programs?

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Answer ALL questions.

I. Essays:

(2 x 20 = 40)

1. What is a Medical Record? What are the uses, purposes and values of Medical Records?
2. What are the advantages of Computerization of Medical Records? Who is the publisher of ICD? Why do we need coding? What is diagnosis index and its purpose?

II. Write Short Notes on :

(10 x 6 = 60)

1. Describe the three filing system? Which system is advantageous? Explain.
2. What is Procedure Index? What purpose it serves?
3. What are the Physical facilities required in the filing area in the Medical Records Department?
4. What is Centralization and Decentralization of Medical Records?
5. What is Census? Who prepares the Census? How it is useful to the Management?
6. What is Discharge Summary? How it is useful for patient and Medical Officers and Hospital?
7. Who are responsible for documentation, completeness and accuracy of Medical Records?
8. Describe the Structure of a code in ICPM.
9. What is Management information System? Who prepares it and how it is useful to the Management?
10. What is Dual Coding System?

May 2011

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Maximum : 100 marks

Answer All questions.

I. Elaborate on :

(2 x 20 = 40)

1. What are the four components of Management? Specify its functions.
2. Explain Medical Records and brief its uses and values.

II. Write notes on :

(10 x 6 = 60)

1. Write various types of registers that are used in Medical Records.
2. Explain the types of Filing systems.
3. Describe Inactive Medical Records.
4. Explain methods of releasing information.
5. Write inpatient assembling order.
6. Write about 'Medical Audit'.
7. List techniques that may be used in locating misfiles.
8. Write about 'Master Patient Index'.
9. Explain three types of Numbering systems.
10. Explain the following
 - a). Concurrent Audit
 - b). Deficiency Notification.
