



বিদ্যাসাগর বিশ্ববিদ্যালয়

**VIDYASAGAR UNIVERSITY**

**4th Semester Examination 2021**

**BBA (Hospital Management)**

**PAPER—C10**

**MEDICAL RECORD SCIENCE**

*Full Marks : 75*

*Time : 3 Hours*

*The figures in the right-hand margin indicate full marks.*

*Candidates are required to give their answers in their own words as far as practicable.*

*Illustrate the answers wherever necessary.*

Answer any *three* questions.

20×3

1. What is Medical Record? What are the components of medical record? State the job responsibilities of medical record officers. State the importance of medical records. 2+5+5+8
2. Briefly discuss on location, staffing pattern and physical facilities of Medical Record Department. Discuss about the retention and destruction procedure of medical records. 10+10

3. Write short notes on : 5×4
- (a) Microfilming
  - (b) Indexing
  - (c) Filing system
  - (d) MPI
4. Discuss briefly about colour coding in medical record. Describe the storage conditions for storing medical records. 10+10
5. Define ICD. What are the purposes for using ICD in healthcare sector? State the difference between ICD9 and ICD10. 3+10+7
6. Discuss the concept 'Medical Audit'. State about the medical auditing procedure for 500 bedded hospitals. 8+12

**(Internal Assessment – 15 Marks)**

---