

2023

BBA(HM) 4th Semester Examination

BBA (Hospital Management)

Medical Record Science

PAPER — CC — 10

Full Marks : 60

Time : 3 hours

The figures in the right-hand margin indicate marks.

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

Illustrate the answers wherever necessary.

Answer **all** questions.

1. Answer *any* **ten** of the following questions :
2×10=20

~~(a)~~ What are discharge summary and drug chart?

(2)

- ~~(b)~~ What do you know about Case Summary?
- ~~(c)~~ Define ICD.
- (d) State the difference between centralized and decentralized stores.
- ~~(e)~~ What do you know about MLC?
- ~~(f)~~ What is re-audit?
- ~~(g)~~ How many chapters are present in ICD-10? In which year was ICD-10 established?
- ~~(h)~~ Write any two importances of medical coding.
- ~~(i)~~ Give some examples of assembling and deficiencies check forms. *u*
- ~~(j)~~ Write some differences between POMR and SOMR.
- (k) Define SOAP.
- ~~(l)~~ What are the components of medical record?
- (m) State about investigation sheet.
- (n) For how many days are OP and IP records preserved?
- (o) What is EMR system?

(3)

2. Answer *any four* of the following questions :

5×4=20

(a) Write some characteristics of a good medical record. 5

~~(b)~~ Elaborate on the computerization of medical records. 5

~~(c)~~ Write a short note on Microfilming. 5

~~(d)~~ Write the importance of audit in the medical record department. 5

~~(e)~~ Discuss the role of medical record officer. 5

(f) Write a short note on Hospital Statistics. 5

3. Answer *any two* of the following questions :

10×2=20

(a) Describe the measures recommended for proper preservation of medical records. 10

(b) Discuss briefly the procedure of medical audit for 200 bedded hospital. 10

(4)

(c) What do you understand by MLC? What steps will you take to ensure the safety of medico-legal records in a hospital?

2+8=10

(d) State the definition of Filing. Elaborate the filing procedure of MR.

2+8=10

★ ★ ★