

MAY 2012

**P/ID 77571/PMBH3**

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Time : Three hours

Maximum : 100 marks

PART A — (5 × 6 = 30 marks)

Answer any FIVE questions.

All questions carry equal marks.

1. Write the objectives of Hospital Records.
2. Describe the merits and limitations of record keeping.
3. Describe the need for preparing medical records to LIC.
4. Explain the records related to pediatrics.
5. Describe the steps in preparing an Gynecology records.
6. Describe the bases for classification of medical records.
7. Explain the different types of medical registers.
8. Describe the principles of designing medical records.

PART B — (5 × 10 = 50 marks)

Answer any FIVE questions.

All questions carry equal marks.

9. Discuss the uses of electronic forms of record maintenance.
10. Explain the importance of medical records to the Doctors.
11. Explain the process of developing and maintaining an in-patient record.
12. Explain the procedure for preparing emergency records.
13. Write any two numbering system in medical records? Explain its advantages and disadvantages.
14. Discuss the problems associated with medical records.
15. Discuss the different forms of medical reports.
16. Enumerate the principles of designing medical reports.

PART C — (1 × 20 = 20 marks)

Compulsory.

17. Draw a layout for medical records library and explain the procedure for ordering / assembling the records.