

BHARATHIAR UNIVERSITY ; COIMBATORE 641 046**DIPLOMA IN HOSPITAL RECORDS MANAGEMENT****(For the candidates admitted from the academic year 2013-14 onwards)****SCHEME OF EXAMINATION**

TITLE OF THE PAPER	EXAM DURATION	TOTAL MARKS
1. Medical Records Science	3 hours	100 marks
2. Anatomy, Physiology and Laboratory Sciences	3 hours	100 marks
3. Medical Terminology and International Classification of Diseases – Coding and Indexing	3 hours	100 marks
4. Hospital Information System and Hospital Statistics	3 hours	100 marks
5. Practical Training	3 hours	100 marks

DIPLOMA IN HOSPITAL RECORDS MANAGEMENT SUBJECTS

1. MEDICAL RECORDS SCIENCE

Number of Lecture Hours: 80 hours

Maximum Marks: 100 Marks

2. ANATOMY, PHYSIOLOGY AND LABORATORY SCIENCES

Number of Lecture Hours: 60 + 20 hours

Maximum Marks: 100 Marks

3. MEDICAL TERMINOLOGY and INTERNATIONAL CLASSIFICATION OF DISEASES – CODING AND INDEXING

Number of Lecture Hours: 80 hours

Maximum Marks: 100 Marks

4. HOSPITAL INFORMATION SYSTEM AND HOSPITAL STATISTICS

Number of Lecture Hours: 80 hours

Maximum Marks: 100 Marks

5. PRACTICAL TRAINING

Number of Hours: 50 hours

Maximum Marks: 100 Marks

PAPER 1**DIPLOMA IN HOSPITAL (MEDICAL) RECORDS MANAGEMENT SYLLABUS****MEDICAL RECORDS SCIENCE****UNIT-I**

History of Development of Medical Records During different periods- Early Ancient Times to Renaissance Period (16th & 17th Centuries)-18th - 20th Centuries and Till Date-At International Level – National Level

Characteristics of quality Medical Records:

Definition, Characteristics of ‘Good’ Medical Record-Values of ‘Good’ Medical Record to various users - Required Characteristics of entries in medical Records -Responsibility for Medical Record Quality -Source-oriented, Problem-oriented and Integrated medical records -Medical Record Forms and their Content -Standard Order of Arrangement of Medical Record forms -Analysis of Medical Record-Quantitative & Qualitative - Incomplete Record Control

UNIT-II

Medical Records for different patient encounters with health care facility: Ambulatory Care Records {Emergency and Outpatient Records - Clinical Records in Long Term Care and Rehabilitation Facilities - Mental Health Records

Filing Methods, Storage, and Retention: Numbering and Filing Systems - Filing - Storage- Microfilming and Disk Storage -Retention -Registers and Indexes -Record movement control and Tracking system

UNIT - III

Organizational Aspects of Medical Record Department: Policies -Functions - Location, Space and Layout - Equipment - Forms Designing and Control - Medical Records Flow and Processing

Medical Record Department Management : Planning, Organizing, Directing and Controlling - Personnel -Principal Responsibilities and Duties of the Medical Record Administrator -Tools of Management in the Hands of the Medical Record Administrator

UNIT-IV

Intradepartmental and Interdepartmental Relationships: Developing Intradepartmental Relationship - Developing Interdepartmental Relationships with various Departments of the Hospital

Quality Management: External and Internal Pressures for quality - Quality Assessment and Quality Improvement - Quality Assurance and Medical Care Evaluation - Utilization management - Peer Review - Utilization review processing and outcomes of Utilization management - Risk management program (Organization and Operation) - International

Standards Organization (ISO), Quality Council of India (QCI) and National Accreditation Board of Hospitals (NABH)

UNIT- V

Medico-Legal Aspects of the Medical Records :Medical Ethics, Hippocratic Oath and Code of Ethics for the Medical Record Professionals - Ownership of the Medical Record -Privileged Communication and confidentiality of Medical Records - Release of Information: To the Patient, To Authorized Persons /Agencies - Legal Implications of release of Information to unauthorized Persons/Agencies -Consents: Different types and their validity, invalidity, blanket and improper consents - Corrections in identification data of the patient in Medical Records - Rights and responsibilities of patients - Medical Record in a Court of Law - Legal requirements in Retention of Medical Records

REFERENCE:

MEDICAL RECORDS MANAGEMENT- EDNAK.HUFFMAN

PAPER 2

ANATOMY, PHYSIOLOGY AND LABORATORY SCIENCES

UNIT- I

Definition of the terms Anatomy and Physiology- Definition of topographic terms used to describe the body - Definition of various regions of the body - The body as a whole-organization of the body: Cells, Tissue, Organs, Membranes and glands - Detailed anatomic and Physiological description of the following system

Musculo- Skeletal System : Bone types, structure, function - Joints,- Classification, Structure and function - Ligaments, Fascia and bursae - Muscles, types, Structure and functions of Chief Muscles of the body

Nervous System: Structure and function of neuron - Central and peripheral nervous system -Autonomous nervous system

UNIT-II

Cardio Vascular System : Blood- Composition, Clotting and group - Heart- Position, Structure, Conduction System, Functions and Cardiac Cycle - Blood Vessels, Structural difference and position of Chief Vessels - Circulation of blood; Systemic, pulmonary and portal - Blood pressure and pulse - Lymphatic System-Lymph vessels, glands, ducts and lymph circulation - Lymph tissues in the body, spleen

Respiratory System: Structure and function of respiratory organs - Physiology of respiration

UNIT- III

Digestive System: Structure and functions of organs of digestion and accessory organs - Process of digestion and absorption - Metabolism of food constituents

Excretory System: Structure and function of the organs of the Urinary System - Structure and function of skin - Regulation of body temperature - Fluid and electrolyte balance

Endocrine System: Structure and function of endocrine glands- (Pituitary Pancreas, Thyroid, Parathyroid, Thymus, Supra renal

UNIT -IV

Sense Organ: - Structure and functions of Eye, Ear, Nose and tongue

Reproductive System: Female reproductive system - Structure and functions of female reproductive organs - Menstrual cycle, menopause and process of reproduction - Male reproductive system -Structure and functions of organs.

UNIT- V

Laboratory Science & Pharmacology: Introduction to Clinical Pathology - Definition and Classification of diseases - Broad outline and classification of various types of clinical lesions & tumors - Bacteria: Definition, broad classification and types of diseases caused by them- Virus: Definition, type of diseases caused by them - Names and purposes of some important laboratory tests and their normal values - Introduction to Pharmacology - Names of common drugs used in treatment Common abbreviations used in prescriptions

REFERENCE:

ANATOMY AND PHYSIOLOGY-ROSS WILSON

PAPER 3**MEDICAL TERMINOLOGY and INTERNATIONAL CLASSIFICATION OF DISEASES – CODING AND INDEXING****UNIT – I**

Definition, Objectives and values of Medical Terminology or the Language of Medicine
Origin of Medical Terms - Components of Medical Terms - Suffixes- Symptomatic
Diagnostic and Operative – Prefixes – Roots - Combining forms - Body cavities and body
planes - Medical Terms relating to the body as a whole cell, tissue - Anatomical,
Diagnostic, Operative, Radiological, Pathological and clinical terms and abbreviations
relating to the following specialties

UNIT - II

Orthopedics: Disorders of the Musculoskeletal System- names of all the bones in the
body and their location; joints, names and location of all the joints in the body – muscles,
cartilage, ligaments and tendons- traumatic injuries, repair, surgical treatments

Gastroenterology: Disorders of the Gastrointestinal System- anatomy, Physiology,
Pathology (etiology and symptoms), investigation and surgical and nonsurgical
procedures such as endoscopy

Cardiology: Disorders of the Cardiovascular System- anatomy physiology, Pathology,
congenital defects of heart, diagnostic procedures (invasive & noninvasive) surgical
treatment Special reference to ECG, treadmill stress tests, Echocardiography,
angiography etc

Pulmonology: Disorders of the Respiratory System- anatomy, Physiology, Ventilation
physiology, pathology, surgical and nonsurgical procedures, abbreviation.

Neurology: Disorder of the Nervous System- Central and peripheral nervous system-
anatomy, physiology, neurological syndromes and diseases degenerative problem, old-
age problem investigation surgical and nonsurgical treatment- EEG, CT scan, MRI,
Pulmonary tests.

UNIT -IV

Psychiatry: Mental Disorder- Psychological problems, tests and treatment

Urology: Urinary system and male reproductive system- anatomy, physiology, urine
formation, urination, pathology including chronic and acute renal problems,
investigation, surgical and nonsurgical procedures

Andrology: (anatomy, physiology, male hormone, sex related problem, vasectomy etc)

Endocrinology: Disorders of the endocrine system names and location of all the
endocrine glands function hormonal balance, hormonal control pathology, and treatment
including surgical intervention

Gynaecology: Disorder of the female reproductive system anatomy physiology pathology (etiology and symptoms), investigations and surgical and nonsurgical procedures

UNIT - IV

Obstetrics: Maternal antenatal and postnatal Conditions obstetric problems investigation normal delivery C-section

Ophthalmology& ENT: Disorder of the sense Organs anatomy physiology, pathology (etiology and symptoms) investigations and surgical and nonsurgical procedures

Dermatology: anatomy, physiology, pathology (etiology and symptoms) investigation

Oncology: Different types of tumors benign and malignant neoplasm and their differences, cancers their classification, TNM classification on grading and staging of cancer diagnostic methods for cancer, cancer prevention cancer detection, cancer therapy

Hematology, Immunology and Lymphatic's

UNIT - V

Classification System and Nomenclature - History of the classification of disease - Definition of Classification of diseases - Meaning of Coding - Structure of ICD - The three Volumes of ICD X - Alpha numeric System - Characters used in ICD-X - Rules of Morbidity Coding - Mortality Coding - Practice in Coding Diagnosis, Operations and non-Surgical Procedures.

REFERENCE:

INTERNATIONAL CLASSIFICATION OF DISEASES-10- WHO

PAPER 4**HOSPITAL INFORMATION SYSTEM AND HOSPITAL STATISTICS****UNIT - I**

System: definition - characteristic Of System types of System, Hospital as a system -
Hospital Information System: Definition of Decision Making, Decision Making Process, steps involved in Decision making Management –Decisions and related information requirement in Hospitals

UNIT-II

Categories of Information System in Hospitals: Clinical And Medical, Administration and technical: Sources of The Information and Information Needs in Hospitals

UNIT-III

Computers: Basic structure data storage Devices, salient features- Operating system, Application Programmes: Organization of A personal computer System

UNIT-IV

Computerizing Medical Records: Creating A Database: development of Computerized Medical Records Management system: Types and steps in System Implementation: Telemedicine: Application and Advantages

UNIT -V

HOSPITAL STATISTICS : Definition of hospital statistics, and important Hospital Terms - Sources of Hospital Statistics – Registers, Medical Records and Daily Ward Census - Analysis of Hospital Services and Discharges - Important Rates, Ratio and Percentages with Formula - Uses and Limitations of Hospital Statistics - Hospital Statistics Reporting - Definition and Uses of Vital statistics - Methods of Collection of Vital Statistics - Formulae for processing Vital Statistics :Crude Rates - Specific Rate - Mortality Rates – Crude Death Rate, Specific Death Rates with respect to age, sex etc., Cause-of-death Rates, Maternal Mortality Rate, Infant Mortality Rates, Neonatal Mortality Rates, Post Neonatal or Late Infant Mortality Rate.

REFERENCE:

BIOSTATISTICS- SURESH RAO

PRACTICAL TRAINING

Areas to be posted : Reception and Enquiry - Registration of Patients - Admission of Patients - Filing and Retrieving of Medical Records - Assembling and Deficiency Checking of Medical Records - Coding and Indexing the diseases and procedures - Registration of Birth and Death Reports - Maintaining Registers – Outpatient, Inpatient, Birth, Death, MLC, Operation, Anesthesia, Labor Room etc., -Preparing Statistical Reports

REFERENCE:

G.D.MOGLI – MEDICAL RECORDS MANAGEMENT

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