

**PSG COLLEGE OF ARTS & SCIENCE
(AUTONOMOUS)**

**MSc DEGREE EXAMINATION MAY 2026
(Second Semester)**

Branch – **HOSPITAL ADMINISTRATION**

MEDICAL RECORDS MANAGEMENT

Time: Three Hours

Maximum: 75 Marks

SECTION-A (10 Marks)

Answer **ALL** questions

ALL questions carry **EQUAL** marks

(10 × 1 = 10)

Module No.	Question No.	Question	K Level	CO
1	1	A Good medical record must be a) Error free b) incomplete c) inaccurate d) illegible	K1	CO1
	2	What is the purpose of assembling medical record? a) To improve hospital income b) To provide data to patients c) To organize all patient data systematically d) To conduct finance audit	K2	CO1
2	3	Which of the following is not a format of medical record assembly? a) Source oriented format b) Problem oriented format c) Intergrated format d) Financial oriented format	K1	CO2
	4	What is the first document in the order of assembly order of IPD files? a) Drug chart b) Consent form c) face sheet d) referral form	K2	CO2
3	5	The storage period for MLC medical records are a) 5 years b) 10 years c) 15 years d) life long – up to the life cycle period	K1	CO3
	6	Pick the duty of medical record administrator a) Patient consultation b) Drug advice and prescription c) statistical information and ICD d) Patient education	K1	CO3
4	7	The following are responsible for medical record entry except a) Medical doctors b) Nurses c) Dietitian d) ward clerk	K2	CO4
	8	The following are essential in MRD a) Fire extinguishers, ICD coding, tracer method b) House keeping, negative air pressure rooms, case sheet audits c) Analysis of medical record, statistical information, sterile rooms d) Quantitative audits, patient education, storage of MLC records	K2	CO4
5	9	Which of the following is not required during EMR implementation? a) Doctors training b) Financial support by management c) specialized IT team support d) Delegation of huge space in MRD	K1	CO5
	10	Consent forms to be obtained from patient during a) ICU admission b) Pharmacy billing c) Dietitian advice d) patient transport	K2	CO5

Cont...

SECTION - B (35 Marks)Answer **ALL** questions**ALL** questions carry **EQUAL** Marks

(5 × 7 = 35)

Module No.	Question No.	Question	K Level	CO
1	11.a.	Enumerate on the types of medical record and its importance.	K5	CO1
		(OR)		
	11.b.	Explain about the filing system followed in MRD, and add a note on microfilming and disk storage.		
2	12.a.	Explain in detail regarding the standard order of arrangement of medical record forms.	K4	CO2
		(OR)		
	12.b.	Commend on 'characteristics of good medical record'.		
3	13.a.	Explain on the medical ethics, and code of ethics for the medical record professionals.	K4	CO3
		(OR)		
	13.b.	Summarize on the statistical reports provided by medical records department.		
4	14.a.	Explain about patient education systems used in hospitals.	K5	CO4
		(OR)		
	14.b.	Enumerate on telemedicine and its advantages.		
5	15.a.	Explain on the maintenance of operation theatre records.	K4	CO5
		(OR)		
	15.b.	Enumerate on nursing records.		

SECTION -C (30 Marks)Answer **ANY THREE** questions**ALL** questions carry **EQUAL** Marks

(3 × 10 = 30)

Module No.	Question No.	Question	K Level	CO
1	16	Explain the role of medical records in health care delivery.	K3	CO1
2	17	Enumerate on the analysis of medical record in terms of quantitative and qualitative audit.	K4	CO2
3	18	Explain in details about the medico-legal aspects of medical record and its retention.	K4	CO3
4	19	Explain in detail about the management aspects of medical record department and summarize the role and responsibilities of a medical record officer.	K5	CO4
5	20	Explain in detail regarding implementation of EMR System in a hospital and enumerate on the importance of EMR.	K5	CO5

Z-Z-Z

END