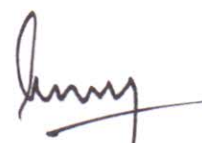


Syllabus for Written Test to the post of Medical Records Assistant A to B- MFCP

1. Definition, objectives & functions and classifications of Hospitals
2. Introduction, Values, Purposes and Uses of Medical Records.
3. Contents and Components of Medical Record.
4. Documentation of Records (indexes/ Registers)
5. Departmental administration, delegation and decentralization
6. Birth, Death, FRRO Registration and Correction in Records
7. Medical Terminology: Elements of medical terms (Roots, prefixes, suffixes, colours, numerals, symbols, abbreviations). Terms related to Investigations, Operations, Treatment of conditions & Disorders.
8. Medical Ethics and Legal Aspects of Medical Records.
9. International Classification of Diseases (ICD-10) and Related Health Problems and SNOMED-CT
10. Electronic Medical Record/ Hospital information System.
11. Numbering, Filing and Retrieval of Medical Records
12. Retention, Preservation and Destruction of Medical Records.
13. Hospital Statistics, Quality Control of Data Collection & Presentation
14. Medical Coding
15. Medical Records for different patient encounters with health care facility
16. Organizational Aspects of the Patient Registration & Centralized Admitting Services
17. Organizational Aspects of Medical Records Department/Services
18. Health Insurance and Billing Design
19. Medical Transcription and Telemedicine
20. Electronic Document Management Systems
21. Qualitative and Quantitative analysis of health record documentation
22. Management of Patient Beneficiary Schemes
23. Access to Records and Release of Health Information
24. Privacy and Confidentiality of Medical Records
25. Recent advancements in health information management



DEPUTY DIRECTOR (ADMN)