



# All India Institute of Medical Sciences, Jodhpur

## Indicative Syllabus for the Examination for the Post of CODING CLERK

### **PART- 1 (Computer based test )**

(Syllabus is only indicative. The questions can assess any aspect of knowledge, aptitude, attitude and practical skills, which is expected from a trained person to work efficiently at the advertised post)

#### **Section A**

40% Questions to be based on General Aptitude from the following topics:-

**General Intelligence & Reasoning:** It would include questions of non-verbal type. The test will include questions on similarities and differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discriminating observation, relationship concepts, figure classification, arithmetical number series, non-verbal series etc. The test will also include questions designed to test the candidate's abilities to deal with abstract ideas and symbols and their relationship, arithmetical computation and other analytical functions.

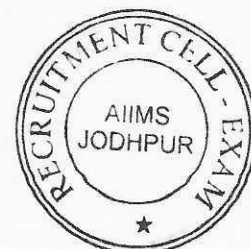
**Quantitative Aptitude:** This paper will include questions on problems relating to Number Systems, Computation of Whole Numbers, Decimals and Fractions and relationship between Numbers, Fundamental arithmetical operations, Percentages, Ratio and Proportion, Averages, Interest, Profit and Loss, Discount, use of Tables and Graphs, Mensuration, Time and Distance, Ratio and Time, Time and Work, etc.

**Computer Knowledge:** Candidates' understanding of the Basics of Computer Knowledge, its parts, functions, emails, MS office, etc.

#### **Section B**

60% Questions to be based on Subject/Domain knowledge from the following topics:-

- Definition, objectives & functions and classifications of Hospitals.
- Departmental administration, delegation and decentralization.
- Departments and service units.
- Medical Terminology: Elements of medical terms (Roots, prefixes, suffixes, colours, numerals, symbols, abbreviations). Terms related to Investigations, Operations, Treatment of conditions & Disorders.
- Introduction, Values, Purposes and Uses of Medical Records.
- Documentation of Records (indexes/ Registers).
- Birth, Death, Registration and Correction in Record.
- Medical Ethics and Legal Aspects of Medical Records.
- International Classification of Diseases (ICD-10) and Related Health Problems.
- Medical Coding.
- Electronic Medical Record/ Hospital information System.
- Contents and Components of Medical Record.
- Numbering, Filing and Retrieval of Medical Records.
- Retention, Preservation and Destruction of Medical Records.



- Accidents registers and wound certificates Legal aspects of hospital-patient, doctor patient, hospital doctor relationship.
- Medico-Legal Cases.
- Hospital Statistics.

**PART – 2 (Skill Test)**

The Skill Test will be of qualifying nature. Candidates will have to qualify the typing test. Typing speed of 35 words per minute in English or 30 words per minute in Hindi.

