



All India Institute of Medical Sciences, Jodhpur

Indicative Syllabus for the Examination for the Post of Medical Record Officer

(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 covering 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 (SUBJECT KNOWLEDGE)

60% Questions to be based on Diploma/Certificate in Medical Record Keeping course covering the following topics:-

a) Hospital and Patient-care Appraisal

1. Physics

-Types of ultrasound

2. Definition of Hospital

- Objectives of Hospital.
- Parameters of Good Medical Care/Patterns of Patient Care.
- Functions of Hospital.
- History and evolution of Hospitals.
- New trends in Hospitals.

3. Health care delivery system in India.

- Role of Hospitals in Health Care Delivery Systems (HCDS)

4. Classification of Hospitals.

5. Hospitals Organization and its analysis.

- Chart of Organization.



- Board and committees
- Duties and responsibilities thereof.

6. Departmental Administration

- Delegation
- Decentralization

7. Job Description and job responsibilities of staff in MRD.

8. Audit.

- Medical Audit
- Prescription Audit.
- Clinical Audit.
- Types of Audit, Quantity Management Systems in Audit.
- Various Phases of Medical Audit.
- Tools and techniques used in M.A.
- NABH standards, role of MRD in NABH accreditation.

b) Clinical supported and utility services

1. Clinical Departments

- Diagnostic and therapeutic services (including clinical Laboratories, Radiology, Physical Medicine and Rehabilitation and Pharmacy services)

2. Nursing Department

3. Dietary Department

4. Outpatient Department

5. Accident and emergency services Department

6. Medical Social Service Department

7. General and Medical stores

8. Blood Bank

9. Service units in a hospital

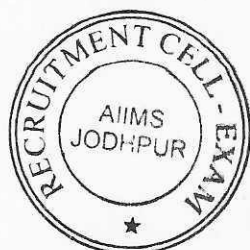
- Laundry
- Housekeeping
- CSSD
- Ambulance
- Engineering
- Mortuary and Transport services
- BMW
- Manifold Services

c) Basic Anatomy of Human Body

1. Cells and tissues of body and general histology.

2. Anatomical description of the following:

- Skin and breast
- Ontology
- Joints and Ligaments
- Fasciae and Bursae
- Musculoskeletal system
- Cardiovascular system
- Respiratory system
- Lymphatic system
- Blood and blood forming organs
- Congenital system



- Endocrine system
- Organs of special senses (Sensory organs)
- Digestive system
- Embryology

d) Basic Physiology of Human Body

- Blood and lymphatic system
- Cardiovascular system
- Excretory system
- Skin and temperature regulation
- Respiratory system
- Digestive system and metabolism
- Endocrinology
- Reproductive system
- Nervous system
- Special senses
- Muscles

e) Basic Pathology and Microbiology of Human Body

- Diseases definitions and Classification of diseases
- Inflammatory, viral, fungal, parasitic and bacterial diseases
- Degenerative diseases
- Fatty degeneration, Amyloid etc.
- Tumors - Definition, etiology & classification
- Pigment disorders, hereditary diseases, C.V.S. and Blood vessels
- Respiratory system
- G.I. tract, Lymphatic system
- Genitourinary system, skeletal system
- Blood, Central Nervous system
- Endocrine system

Clinical Pathology

- Normal composition of blood, diseases of RBCs, WBCs, Platelets.
- Coagulation factors and disorders
- Blood groups and cross matching
- Blood transfusion
- Urine composition: variation in common diseases
- CSF and body fluids
- Gastric & Duodenal contents
- Characteristics of bacteria
- Disinfection and sterilization
- Non-pathology organisms their prevalence and disease pattern immunity in India with lab Diagnosis.

f) Medical Terminology

- i. Basic Medical Terminology
- ii. Elements of Medical Terms
 - (a) Roots
 - (b) Suffixes
 - (c) Numerals
 - (d) Prefixes
- iii. Abbreviation used in Medical Terminology



iv. Terms pertaining to Body as a whole.

v. Terms relate to Investigations, operation, treatment of conditions, disorders

1. Digestive System
2. Cardio-vascular
3. Blood and blood forming organs
4. Respiratory System
5. Urogenital System
6. Gynecological System
7. Maternal, Antenatal and Neonatal conditions
8. Endocrine and Metabolic
9. Sensory organs
10. Geriatric
11. Psychiatric
12. Diseases of the Connective Tissues
13. Systemic diseases:
 - (i) Infectious diseases.
 - (ii) Immunological diseases

Supplementary terms: Selected terms relating -

1. Oncology
2. Anesthesiology
3. Physical Medicine and Rehabilitation
4. Nuclear Medicine
5. Plastic Surgery
6. Radio- Diagnosis
7. Radiotherapy
8. Dental

g) Biostatistics

- Introduction to Statistics.
- Methods of collection of data.
- Measures of central tendency (simple average, Mode and Median).
- Measures of dispersion (Standard deviation, range, variance, average deviation)
- Sampling: Definition, Methods of sampling (random systematic, stratified, cluster).
- Correlation and regression: Significance, linear correlation, correlation coefficient, linear regression.
- Test of significance.
- Graphical presentation of data.
- Probability- concept and definition.
- Uses of statistics.
- Sources of hospital statistics (In-Patient and Out-Patient Census, Telemedicine and Special Clinics), satellite clinic.
- Definitions (live, birth, foetal death, cause of death, underlying cause of death in hospital etc.)
- Analysis of hospital services and discharges, Still birth, Preterm
- Indices (Bed occupancy, average length of stay, bed turn – over internal, death rate, birth rate etc.)
- Health statistics.
- Uses and Limitations of hospital data.
- Method of compilation of various Health data.

h) Healthcare Organization

1. Introduction to Principles of Management and Administration



- Scope and importance of management.
- Principles of Management.
- Functions of a Manager (POSDCORB-E).
- Management Techniques.
- Material Management
- Conflict Management, Leadership motivation.
- Analysis of Hospital Data and Census.
- Financial Administration.

2. Public Health Structure in India.

- With relation to Public Health & medical Care.
- Constitutional lists.
- Various five years plans and priorities.

3. Role of Voluntary Health Organization.

4. Basic facts of Health in India.

5. Current Objectives and strategies.

- Population Dynamics.
- Community Health Worker schemes.

6. National Health Programs of Medicine and Homeopathy.

7. AYUSH (Ayurveda, Yoga Naturopathy, Unani, Siddha and Homeopathy).

i) Medical Record Science

1. Introduction to Medical Record Science.

- Security and safety of MR
- Development, analysis and use of Medical Records

2. (i) Types of Medical Record Forms (basic and special).

(ii) Order of Arrangements:

- (a) Ward
- (b) Medical Record Department.
- (c) Source of medical records.
- (d) Problem oriented medical record.
- (e) Integrated Medical Record.

3. Analysis of Medical record:

- (i) Quantitative.
- (ii) Qualitative.

4. Uses of Medical Records: for patient, Hospital, Doctor, Research, Community and region in research activity.

5. Values of the Medical Record in a healthcare organization.

6. Use of MR in healthcare schemes, community insurance (other insurance).

j) International classification of Diseases (Classification of diseases as per I.C.D.)

k) Record Retention Policy/Digitalization of MR

l) RTI and its applicability in MR.

