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29.2.2008

B.U. che
DIPLOMA IN HOSPITAL RECORDS MANAGEMENT (SDE)

wef. 2007-08.

Name Of The Course	: Diploma In Hospital Records Management
Duration	: 6 Months
Number Of Subjects	: <u>4</u> (Including 1 Practical Paper)
Teaching Hours For 4 Theory Subjects (80 Hours Per Subject)	: <u>320</u> Hours
Practical Paper 1	: <u>130</u> Hours
Total Duration	: <u>450</u> Hours

SCHEME OF EXAMINATION

3/2/07

<u>TITLE OF THE PAPER</u>	<u>EXAM DURATION</u>	<u>TOTAL MARKS</u>
Hospital Records Standards And Policies ✓	3 Hours	100 Marks
Organization And Management Of Hospital Records Department ✓	3 Hours	100 Marks
International Classification Of Diseases	3 Hours	100 Marks
Hospital Information Systems	3 Hours	100 Marks
Medical Records Management: Practical Training	3 Hours	100 Marks

OBJECTIVES OF THE COURSE

1. To Create An Awareness On The Role Of Hospital Records In Health Care Delivery In Hospitals.
2. To Make The Students Understand The Computer Applications In Hospital Records Management In A Hospital
3. To Make The Students Aware Of Various Standards And Policies In Hospital Records Management
4. To Impart Knowledge On The International Codification System And The Implementation Procedures In Health Care System

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PAPER 1

80 HOURS

HOSPITAL RECORDS STANDARDS AND POLICIES

- UNIT 1 Medical Records: History And Role Of Medical Records In Health Care Delivery: Medical Records Policies-Legal Aspects Of Medical Records-Developments Of Medical Record Forms
- UNIT 2 Medical Records; Various Types Of Medical Records; Forms And Uses. Quality Assurance Aspects, Forms And Designs And Presentation of the records
- UNIT 3 Medical Records Security-Retention And Disposal Of Medical records. Documentation Practices That Increase Malpractice Risks. Documenting Telephonic Conversations, Telemedicine Encounters
- UNIT 4 Focus On Specific Documentation Issues: Documenting Diagnosis Information, Documenting Refusal Of Medical Advice Or Treatment, Termination Of Care. Issues In E-Mail Documentation
- UNIT 5 Electronic Medical Records: Advantages – Concerns About Medical Records Computerization – Various Sections Of Electronic Medical Record Systems

REFERENCE

- 1 Mogli G.D (2001) Medical Records :Organization And Management
New Delhi, Jaypee Brothers
- 2 G.D Kunders (2004) Hospitals : Facilities , Planning And Management.
New Delhi: Tata Mcgrawhill
- 3 Acleson E. D (1967) Linkage Of Medical Records : London: Oxford
University Press
- 4 Benjamin, Bernad.1980. Medical Records, 2nd Edition London: William
Heinman Medical Books Ltd

PAPER 2

80 HOURS

ORGANIZATION AND MANAGEMENT OF HOSPITAL RECORDS DEPARTMENT

- UNIT 1 Organization Of Medical Records Dept: Structure , Goals , Objectives And Functions-Inpatient And Outpatient Services Accident And Emergency Services
- UNIT 2 Collection And Analysis Of Statistics: Advantages-Filling And Retrieval Of Records And X-Rays
- UNIT 3 Job Description: Duties And Responsibilities Of Medical Record Officer, Medical Record Technician, Assistant Medical Record Technician. Operational Policies-Working Hours And Shifts
- UNIT 4 Interdependent Relations Of Medical Records Staff And Its Importance .Space And Equipments, Requirement For Medical Records Department, Movable And Immovable Filing Tracks: Merits And Demerits
- UNIT 5 Information Required For Organizing A Medical Record: Department Methods Of Commissioning Of Medical Record Services And Periodical Evaluation

REFERENCE

- 1 Mogli G.D (2001) Medical Records :Organization And Management
New Delhi, Jaypee Brothers
- 2 G.D Kunders (2004) Hospitals : Facilities , Planning And Management.
New Delhi: Tata Mcgrawhill
- 3 Acleson E.D (1967) Linkage Of Medical Records : London: Oxford
University Press
- 4 Benjamin, Bernad.1980. Medical Records, 2nd Edition London: William
Heineman Medical Books Ltd

80 HOURS

PAPER 3

INTERNATIONAL CLASSIFICATION OF DISEASES

- UNIT 1 International Classification Of Disease: History And Uses-Design Of ICD And Structure
- UNIT 2 How to Use ICD -Basic Coding Guidelines-Principles And Rules Of Coding-WHO Guidelines
- UNIT 3 International Classification Of Procedures In Medicines- Indexing Of Diseases And Operations
- UNIT 4 Salient Features Of The Amendments To The Icd-10.Difference Between Icd-9 And Icd-10
- UNIT 5 . Role Of International Classification Of Diseases In Managing Electronic Medical Records. Importance Of Using ICD In Mental And Health Statistics

REFERENCE

- 1 **<http://www.who.int/whosis/icd10/descript.htm>**
- 2 Mogli G.D (2001) Medical Records :Organization And Management New Delhi, Jaypee Brothers
- 3 G.D Kunders (2004) Hospitals : Facilities , Planning And Management. New Delhi:Tata Mcgrawhill
- 4 Acleson E.D (1967) Linkage Of Medical Records : London: Oxford University Press
- 5 Benjamin, Bernad.1980. Medical Records, 2nd Edition London:William Heinman Medical Books Ltd

PAPER 4

~~80 HOURS~~

HOSPITAL RECORDS MANAGEMENT: PRACTICAL TRAINING
(DURATION 130 HOURS)

Students Have To Undergo Training In A Hospital Records Department And Few Selected Functional Departments For A Period Of 130 Hours. After The Successful Completion Of The Training They Have To Submit A report With A certificate From The Institution And Also Approved By The Head Of The Department Of The Hospital Management Institution

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