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SYLLABUS FOR MEDICAL RECORD OFFICER EXAMINATION

UNDER H & FW DEPARTMENT - 2014

GENERAL ENGLISH ()

- (a) Essay Writing
- (b) Précis Writing
- (c) Letter Writing
- (d) Idioms & phrases
- (e) Expansion of Passages
- (f) Comprehension of given passages
- (g) Grammar:
Parts of Speech: Nouns, Adjective, Verb, Adverb, Preposition, etc
- (h) Correct usage and vocabularies

TECHNICAL PAPER - I ()

- Unit- I Definition of Medical Records
- Unit- II Importances of Medical Records
- Unit - III Uses of Medical Records
- Unit - IV Values of Medical Records
- Unit - V Aims and objective of Medical Records
- Unit - VI Central Admitting office
- Unit-VII Medical Records Form
- Unit-VIII Retention and Preservation of Medical Records
- Unit- IX Hospital Management information system

TECHNICAL PAPER -II ()

- Unit-I Medical Terminology
- Unit-II Legal aspect of Medical Records
- Unit-III Hospital statistics
- Unit-Iv Coding and indexing
- Unit-V Daily census
- Unit -VI Assembling and deficiency check
- Unit-VII International Classification of disease
- Unit - VIII Aptitude Test