



# All India Institute of Medical Sciences, Jodhpur

## Indicative Syllabus for the Examination for the Post of MEDICAL RECORD TECHNICIAN/ MEDICAL RECORD TECHNICIAN (RECORD 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.

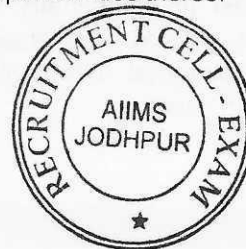
**Quantitative Aptitude:** This paper will include questions on problems relating to Number Systems, Computation of Whole Numbers, Decimals and Fractions and relationship between Numbers, Fundamental arithmetical operations, Percentages, Ratio and Proportion, Averages, Interest, Profit and Loss, Discount, 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:-

- Hospital and Patient-care Appraisal  
Objectives of Hospital, Parameters of Good Medical Care/Patterns of Patient Care, Functions of Hospital
- Role of a Hospital in Health is- Delivery Systems (HCDS)
- Classification of Hospitals
- Hospitals Organization and its analysis  
Chart of Organization, Board and Committees, Duties and responsibilities thereof



- Departmental Administration  
Delegation, Decentralization

- Patient Care Appraisal (PCA)  
History of Medical Audit, Tools and Techniques, Various Phases of Medical Audit

- Departments and Service Units  
Clinical Departments, Diagnostic and therapeutic Services (including Clinical Laboratories, Radiology, Physical Medicine and Rehabilitation and Pharmacy Services), Nursing Department, Dietary Department, Outpatient Department, Accident and Emergency Services Department, Medical Social Service Department (viii) General and Medical Stores, Blood Bank, Medical Library Services, Service units in a Hospital Laundry, Housekeeping, CSSD, Miscellaneous Services : Engineering, Mortuary and Transport Services.

- Basic Anatomy  
Definition of Anatomy & Physiology, Types of Anatomy (including systemic), Definition of topographic term/term used to describe the body, Descriptions of various regions of the body.

- Basic Physiology

Introductory Lectures or specialization of tissues, Homeostasis and its importance in mammals, Blood and lymphatic system Cardiovascular system, Excretory system, Skin and temperature regulation, Respiratory System, Digestive system and metabolism Endocrinology, Reproductive System, Digestive System and Metabolism Endocrinology, Reproductive System, Nervous System, Special Senses, Muscles

- Basic Pathology and Microbiology

Definitions and Classification of diseases: Inflammatory diseases- viral and fungal, inflammatory diseases- Parasitic, Degenerative diseases, Fatty degeneration, Amyloid etc.

Tumors- Definition, etiology & classification, Disturbances in blood flow, Pigment disorders, Hereditary diseases, C.V.S. Blood vessels, V.S. Heart, Respiratory System, G.I. tract, Liver Lymphatic System, Genitourinary System, Skeletal System, Blood, Central Nervous System, Endocrine System

- Clinical Pathology: Normal Composition of blood, disease of RBCs, WBCs, Platelets, Coagulation factors and disorders, Blood groups and cross matching, Blood transfusion, Urine Composition: variation in common disease, CSF and body fluids, Gastris and Duodenal contents, Fasces, Parasites, Introduction and historical background, Classification special, Characteristics of organisms bacteria's, Asepsis, Disinfection Antiseptics, Allergy study of pathogenic organisms, Non-pathology organisms, Virus and fungus, Parasitic diseases- their stance in India with lab Diagnosis.

- Medical Terminology:

- Objective
- Basic

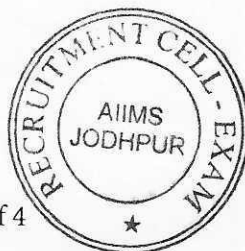
- Elements of Medical Terms:

Roots, Prefixes, Suffixes, Colours, Numerals, Symbols, Abbreviation

Terms pertaining to Body as a whole.

Terms relate to Investigations, and operation, treatment of conditions, disorders-

Skin and Breast (integumentary system), Musculoskeletal, Neurological and Psychiatric, Cardio-vascular, Blood and blood forming organs, Respiratory, Digestive, Uro-genital, Gynecological, Maternal, Antenatal and Neonatal conditions, Endocrine and Metabolic, Sense organs of: Vision, Hearing



Systemic: Infectious diseases, Immunological diseases, Diseases of the Connective Tissues, Diseases of the Connective Tissues

Geriatrics and Psycho geriatrics.

Supplementary terms: Selected terms relating-

Oncology, Anesthesiology, Physical Medicine and Rehabilitation, Nuclear Medicine, Plastic Surgery of Bums and Maxillofacial, Radio-diagnosis, Radiotherapy

• Biostatistics:

- Introduction to Statistics
- Methods of collection of data
- Measures of central tendency (simple average, G.M., H.M., 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.
- Time series analysis- concept and its utility, component of time series.
- Test of significance.
- Graphical presentation of data.
- Probability- concept and definition.
- Uses of statistics.
- Sources of hospital statistics (In- Patient census, Out — Patient Deptt, and Special Clinics).
- Definitions (live, birth, foetal death, immaturity, cause of death, underlying cause of death inpatient bed etc)
- Analysis of hospital services and discharges.
- Indices (Bed occupancy, average length of stay, bed turn — over internal, death rate birth rate etc.)
- Vital statistics.
- Uses and Limitations of hospital data.
- Method of compilation of various Health Returns/Statistical Returns.

• Healthcare Organization:

Introduction to Principles of Management and Administration

Scope and importance of management, Principles of Management, Functions of a Manger (POSDCORB-E). Management Techniques, Material Management, Personal Administration  
Financial Administration

Public Health Structure in India:

With relation to public Health & medical Care, Constitutional lists, various five years plans and priorities

Role of Voluntary Health Organization

Basic facts of Health in India.

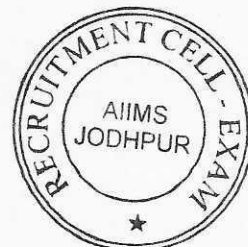
Current Objectives and strategies:

Population Dynamics, Community Health Worker schemes.

National Health Programmes of Medicine and Homeopathy.

Other programmes of relevance to Health Sector:

Family Welfare, Medical Termination of Pregnancy, National Population Policy, Maternity and Child Health.



- Medical Record Science  
Introduction to Medical Record Science, Development, Analysis and Uses of Medical Record.  
Development Medical Record Forms, basic and special.

Order of Arrangements:

Ward, Medical Record Department, Source Oriented Medical Record, Problem oriented Medical Record, Integrated Medical Record.

Analysis of Medical Record:

Quantitative, Qualitative.

Uses of Medical Records:

As a personal document, As impersonal document.

Values of the Medical Record

- International classification of Diseases  
Classification of diseases as per I.C.D

#### **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.

