**SYLLABUS FOR MEDICAL RECORD TECHNICIAN EXAMINATION UNDER H&FW DEPARTMENT – 2018**

**General English**

 **(Full Marks : 100)**

 (a) Essay Writing (Conventional) 20 Marks

 (b) Idioms & Phrases (Objective Type) 16 Marks

 (c) Comprehension of given passages (Objective Type) 16 Marks

(d) Grammar (Objective Type) 16 Marks
Parts of Speech : Nouns, Adjective, Verb, Adverb, Preposition, etc.

 (e) Composition (Objective Type) 16 Marks

 i) Analysis of complex and compound sentences

 ii) Transformation of sentences

 iii) Synthesis of sentences

 (f) Correct usage and vocabularies (Objective Type) 16 Marks

**TECHNICAL PAPER – I (150 MARKS)**

**Unit – I** Definition of Medical Records …………….…....... 20 Marks

**Unit – II** Importances of Medical Records…………..….….20 Marks

**Unit– III** Uses of Medical Records …………………...……..20 Marks

**Unit– IV** Values of Medical Records ………………………. 30 Marks

**Unit– V** Aims and objective of Medical Records ….…..…...20 Marks

**Unit – VI** Central Admitting Office …………………………. 10 Marks

**Unit – VII** Medical Records Form ………………….…..….… 10 Marks

**Unit – VIII** Retension and Preservation of Medical Records.....10 Marks

**Unit – IX** Hospital Management information system ….…... 10 Marks

**TECHNICAL PAPER – II (150 MARKS)**

**Unit – I** Medical Terminology ………………………….…..30 Marks

**Unit – II** Legal aspect of Medical Records ………………….16 Marks

**Unit– III** Hospital statistics …………………………………..30 Marks

**Unit- IV** Coding and Indexing …………………………..…. 10 Marks

**Unit – V** Daily census ………………………………..……...14 Marks

**Unit – VI** Assembling and deficiency check …………….….. 20 Marks

**Unit – VII** International classification of disease ………..….. 10 Marks

**Unit- VIII** Aptitude Test …………………..…………………. 20 Marks

**APTITUDE TEST (20 Marks)**

1. **Numerical and Figure work Test: (4 marks)**

These tests are reflections of fluency with numbers and calculations. It shows how easily a person can think with numbers. The subject will be given a series of numbers. His /Her task is to see how the numbers go together to form a relationship with each other. He /She has to choose a number which would go next in the series.

1. **Verbal Analysis and Vocabulary Tests (6 marks)**

These tests measure the degree of comfort and fluency with the English language. These tests will measure how a person will reason with words. The subject will be given questions with alternative answers that will reflect his /her command of the rule and use of English language

1. **Visual and Spatial/ 2-D Ability Tests (4 marks)**

These tests are used to measure perceptual speed and acuity. The subject will be shown pictures where he/she is asked to identify the odd one out; or which comes next in the sequence or explores how easily he/she can see and turn around objects in space

1. **Abstract and Reasoning Test: (6 marks)**

This test measures the ability to analyze information and solve problems on a complex, thought based level. It measures a person’s ability to quickly identify patterns, logical rules and trends in new data, integrate this information, and apply it to solve problems

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