

**APPROVED SYLLABUS FOR DIRECT RECRUITMENT TO THE POST OF MEDICAL
RECORD TECHNICIAN (LEVEL 06) UNDER HEALTH & FAMILY WELFARE DEPARTMENT**

1) Paper – I General English	:	100 Marks (3 hours)
2) Paper - II General Studies (MCQ)	:	100 Marks (2 hours)
3) Paper – III (Technical Paper)(MCQ)	:	200 Marks (2 hours)
4) Paper – IV (Technical Paper)(MCQ)	:	200 Marks (2 hours)
Personal Interview	:	80 Marks
Total	:	680 Marks

DETAILS OF SYLLABUS:

PAPER – I (General English) – 100 marks

(a) Précis Writing	:	10 Marks
(b) Letter Writing	:	15 Marks
(c) Comprehension of given passages	:	15 Marks
(d) Grammar: Parts of Speech	:	20 Marks
(e) Correct usage and Vocabularies	:	20 Marks
(f) Formation of Sentence	:	20 Marks

PAPER – II (General Knowledge)(MCQ) - 100 Marks

(a) Current events of state, national and international importance	: 12 marks
(b) History of India and Indian National Movement	: 12 marks
(c) Indian and World Geography - Physical, Social, Economic Geography of India and the World	: 12 marks
(d) Indian Polity and Governance - Constitution, Political System, Public Policy, Duties & Rights Issues	: 12 marks
(e) Economic and Social Development Sustainable Development, Poverty, Inclusion, Demographics, Social Sector Initiatives, and other related issues	: 12 marks
(f) General issues on Environmental Ecology, Bio-diversity and Climate	: 12 marks
(g) General Science	: 12 marks
<i>The topics listed above shall cover the State of Mizoram wherever applicable.</i>	
(h) General awareness on Mizo culture, its heritage and society.	: 16 marks



PAPER – III

3. Technical Subject Paper – I (MCQ) : 200 Marks (2 hours)

1. **UNIT – I (40 marks)**

- (a) Brief history of Medical records.
- (b) Definition of Medical records.
- (c) Indian history of Medical records.

2. **UNIT – II (30 marks)**

- (a) Importance of Medical records.
- (b) Uses of Medical records.
- (c) Values of Medical records.

3. **UNIT – III (30 marks)**

- (a) Aims and objectives of Medical records.
- (b) Characteristic of Medical records.
- (c) Function of Medical records.

4. **UNIT – IV (20 marks)**

- (a) Introduction to hospital.
- (b) Central admitting office.
- (c) Organization of Outpatient Medical records services.

5. **UNIT – V (30 marks)**

- (a) Medical Records form, Medical Certificates.
- (b) Organization and management of Medical records Dept.
- (c) Medical Records committee, Medical Audit committee, Death Audit committee, Statistical Audit committee.

6. **UNIT – VI (30 marks)**

- (a) Retention and Preservation, destruction of Medical records.
- (b) Component of Medical records.

7. **UNIT-VII (20 marks)**

- (a) Hospital Management Information system



PAPER - IV
Technical Subject Paper – II(MCQ)

: 200 Marks (2 hours)

1. **UNIT – I (30 marks)**
(a) Medical Terminology
(b) Prefixes, Suffixes
(c) Symbols, Numerals.
2. **UNIT – II (30 marks)**
(a) Medico Legal cases
(b) Legal aspect of Medical records.
(c) Post mortem, disposal of bodies.
3. **UNIT – III (30 marks)**
(a) Hospital statistics, Definition of statistic
(b) Source of Hospital statistic.
(c) Uses and limitation of statistic.
4. **UNIT – IV (20 marks)**
(a) Coding and Indexing
(b) Control and quantitative analysis of Inpatient records
(c) Control and qualitative analysis of Inpatient records
5. **UNIT – V (40 marks)**
(a) Daily Census, Midnight Census
(b) Monthly Hospital bulletin,
(c) Important Medical terms
6. **UNIT – VI (30 marks)**
(a) Assembling and deficiency check.
(b) Responsibility for Medical records, hospital administration, nurses,
Para- Medicals.
7. **UNIT – VII (20 marks)**
(a) International Classification of diseases

