SYLLABUS FOR MEDICAL RECORD TECHNICIAN EXAMINATION
UNDER H&FW DEPARTMENT - 2014

GENERAL ENGLISH (100 MARKS)

(a) Essay Writing .................................................................20 Marks
(b) Précis Writing .............................................................10 Marks
(c) Letter Writing .............................................................10 Marks
(d) Idioms & Phrases ..........................................................16 Marks
(e) Expansion of passages .................................................10 Marks
(f) Comprehension of given passages ..............................10 Marks
(g) Grammar:
   Parts of Speech : Nouns, Adjective, Verb, Adverb, Preposition, etc..... 14 Marks
(h) Correct usage and vocabularies .................................10 Marks

TECHNICAL PAPER – I (150 MARKS)

Unit – I  Definition of Medical Records ............................ 20 Marks
Unit – II Importance 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 ......................15 Marks
Unit – III Hospital statistics ...........................................30 Marks
Unit – IV Coding and Indexing .......................................10 Marks
Unit – V Daily census .....................................................15 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)

a) **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.

b) **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.

c) **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.

d) **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.

************