

**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** 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** Retention 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

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