

**ADMINISTRATION OF HOSPITAL STAFF AND MEDICAL RECORD
MANAGEMENTS**

Unit-I

Ward Management: Ward, ward nursing, ward level, inventory, receipt of patients, types of beds, bed space requirements, discharge procedures, specific requirements for specialties, preventing of hospital infections.

Unit-II -Risk Management & Disaster Management

Meaning of risk management, general principles of risk identification, risk management philosophy implementing risk management, legal implications, common disasters –national level, hospital level – guiding principles in managing the situations, formation of disaster management groups.

Unit-III -Recent developments

Challenges for the hospital administrator, vital role of hospital administrator, telemedicine, health tourism, medical transcription, joint venture hospitals, emergence of corporate hospitals, ISO, health insurance, medical transcription, TQM.

Unit IV - Hospital Statistics:

Outpatient statistics - daily average outpatient attendance, average outpatient attendance etc.

Inpatient statistics – Bed occupancy rate, bed turnover rate.

Hospital morbidity mortality - gross & net death rate, Institutional death rate, anesthesia death rate, post operative death rate, MMR, IMR

Unit V - Medical Records

Definition – Importance with reference to patient doctor, hospital & research.

Brief mention about ownership rights & privileges, policies governed procedures with reference to numbering system, unit system, International Classification of disease & its usage.

Medical audit committee – constitution, functions and limitation. Service by service discussion in Medical Audit.

Reference Books:

1. Charles shaw. Medical Audit – A Hospital handbook standards of Care & Practice
2. Syed Amin Tabish, Hospital & Health service Administration, Oxford Univeristy press
3. Francis CM. & Mario C de Souza, Hospital Administration, Jay pee Brothers, New Delhi
4. Goel SL. & Kumar R., Hospital Administration & Management, Deep & Deep Publications
5. Sankar Rao, Hospital Organization & Administration
6. Kuxt Darr, Hospital Organization & Management