

HOSPITAL RECORD MANAGEMENT – I

Unit - I

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 & & barcoding and its applications in Hospital.

Unit - II

Steps In Initiating Records : Register book, patient index, disease index, doctor index, Active/ inactive records storage, listing of various I P / OP Records. Maintenance of medical records.

Unit III

Organisation & staffing – Role of hospital administration - role of Medical records Dept. in Medical Audit and Legal systems. Records processing application of data analysis & computer technologies. Legal potentialities of Medical research in our city.

Unit IV

International classification of diseases, Bar coding & its application in medicine & Hospital Services

Unit V

Role of Medical record department in Medical Audit & legal system (consumer protection Act) Medico legal cases

Text Books :-

S.No	AUTHOR	TITLE	PUBLICATION
1.	D.N.Eihance / Veena Eihance, B.M.Agarwal	Fundamentals Of Statistics	Kitab Mahal
2.	Richard I.Levin David S.Rubin	Statistics For Management	T.M.Publication

Reference Books:

1.	Mendel Hall.W	Introduction To Probability And Statistics (7 th Ed)	T.M.Publication
2.	P.S.S.Sundar Rao G.Jesudian & J.Richards	An Introduction To Biostatistics	----