

SCHEME AND SYLLABUS OF EXAMINATION FOR THE PURPOSE OF FILLING UP THE POST OF MEDICAL RECORD TECHNICIAN UNDER THE SIKKIM STATE SUBORDINATE ALLIED AND HEALTHCARE SERVICE.

I. The mode of examination and setting-up of question-papers shall be both, i.e., conventional type and objectives type MCQs in paper I and II. The candidates are required to answer the objective type MCQs in the OMR Sheets and are required to follow the guidelines provided in the OMR Sheet while answering the questions.

II. The subject wise allotment of maximum marks shall be as under:

Syllabus:-		
General English	PAPER I	50 marks
General Knowledge		30 marks
Main Paper Medical Record Technician course	PAPER II	100 marks
TOTAL		180 marks
Viva voce/ interview		20 marks
Grand Total		200 marks

III. Syllabus for written examination for Medical Record Technician :-

Sl. No.	Course	
01	02	03
01	History of Development of Medical Records During different periods	<ul style="list-style-type: none"> i). Early Ancient Times to Renaissance Period (16th & 17th Centuries) ii). 18th -20th Centuries and Till Date iii). In U.S.A. iv). At International Level v). In India
02	Characteristics of quality Medical Records	<ul style="list-style-type: none"> i). Definition, Characteristics of 'Good' Medical Record ii). Values of 'Good' Medical Record to various users iii). Required Characteristics of entries in medical Records iv). Responsibility for Medical Record Quality v). Source-oriented, Problem-oriented, and Integrated medical records vi). Medical Record Forms and their Content vii). Standard Order of Arrangement of Medical Record forms viii). Analysis of Medical Record-Quantitative & Qualitative ix). Incomplete Record Control
03	Medical Records for different patient encounters with health care facility	<ul style="list-style-type: none"> i). Ambulatory Care Records {Emergency & Outpatient Records} ii). Clinical Records in Long Term Care and Rehabilitation Facilities iii). Mental Health Records
04	Filing Methods, Storage, and Retention	<ul style="list-style-type: none"> i). Numbering and Filing Systems ii). Filing iii). Storage- Microfilming and Disk Storage iv). Retention v). Registers & Indexes vi). Record movement control & Tracking system
05	Organizational Aspects of Medical Record Department/Services	<ul style="list-style-type: none"> i). Policies ii). Functions iii). Location, Space and Layout iv). Equipment v). Forms Designing and Control vi). Medical Records Flow and Processing
06	Organizational Aspects of the Centralized Admitting Services	<ul style="list-style-type: none"> i). Principles of Identification of a Patient ii). Methods of Collection of Identification Data iii). Types of Central Admitting Services

		iv). Admitting Policies v). Procedure Outlines for Admissions vi). Flow of Records following Admissions vii). Advantages of good Admitting Policies and Procedures viii). Pre-requisites for smooth & efficient functioning of the Centralized Admitting Services
07	Medical Record Department Management	i). Planning, Organizing, Directing and Controlling ii). Personnel iii). Principal Responsibilities and Duties of the Medical Record Administrator/ Director iv). Tools of Management in the Hands of the Medical Record Administrator/ Director
08	Medico-Legal Aspects of the Medical Records	i). Medical Ethics , Hippocratic Oath, and Code of Ethics for the Medical Record Professionals ii). Ownership of the Medical Record Privileged Communication
09	Anatomy, Physiology & lab science	<u>Human Anatomy and Physiology:</u> i). Identify all anatomical structures of the human body ii). Understand the technical functions of various organs and systems of the body iii). Acquire knowledge about various body fluids, hormones and enzymes iv). Integumentary system, v). Musculoskeletal system, vi). Respiratory system, vii). Cardiovascular system, viii). Blood and lymphatic system, ix). Digestive system, x). Urogenital systems, xi). Endocrine system, xii). Nervous system, xiii). Organs of special sense.
10	General Bio-Statistics	i). Definition of Statistics and Biostatistics ii). Frequency Distribution: Measures of Central Tendency – Arithmetic Mean, Median and Mode for un-grouped and grouped data iii). Presentation of data: Bar diagram, Pie Diagram, Histogram, Frequency polygon, Frequency curve, and Line diagram. iv). Measures of Variation: Range, Inter Quartiles, Mean Deviation, Standard Deviation Co-efficient of Variation v). Probability: Definitions of Classical Probability (Priori) and Frequency, Probability (Posteriori), Addition and Multiplicative Theorems of Probability vi). Probability Distribution: Binomial distribution, Poisson distribution and Normal distribution vii). Sampling- Definition: Population and simple Sampling, Simple Random Sampling, Stratified Random Sampling, Systematic Random Sampling and Cluster Sampling viii). Correlation and Regression: Scatter Diagram, Linear Correlation and Linear Regression Equation Test of Significance– Procedure Test of Significance for large samples and for small samples Chi-square Test – Testing for association Misuse of ChisquareTest
		<u>Hospital Statistics:</u> i). Definition of hospital statistics, and important Hospital Terms ii). Sources of Hospital Statistics – Registers, Medical Records and Daily Ward Census iii). Analysis of Hospital Services and Discharges iv). Important Rates, Ratio and Percentages with Formula v). Uses and Limitations of Hospital Statistics. Hospital Statistics Reporting.

11.	Communication skills in English	<u>Basics of Communication:</u> i). Process of and models of communications ii). Types of communications: a). Oral communication b). Written Communication c). Non-verbal communication & Body language iii). Barriers to communications
		<u>Reading Skills:</u> i). Types of readings: Skimming, Scanning, intensive / loud / silent reading, map reading ii). Sample passages for reading with comprehension exercises iii). Tables and Graphic Organizers
		<u>Listening skills:</u> i). Definition of listening ii). Types of Listening iii). Purposes of listening iv). Obstacles for listening v). Contexts of listening vi). To be a good listener vii). Listening to a Lecture
		<u>Speaking Skills:</u> i). Formal & Informal Conversation: Agreeing, Emphasizing, thinking ahead, correcting oneself, interrupting, politely expressing reservations, opinions, disagreeing, accepting invitations declining invitations etc. ii). Telephone Conversation iii). Interviews
12.	Medical Terminology	<u>Introduction to Medical Terminology:</u> i). Definition and Origin of Medical Terms. ii). Components of Medical Terms iii). Prefixes iv). Suffixes v). Roots and Combining forms vi). External Anatomy and Internal Anatomy vii). Additional Lists and their combining forms grouped as: a). Verbs b). Adjectives c). Body Fluids d). Body Substances e). Chemicals f). Colours g). Phobias
		<u>Terms Relating to the Body as a Whole:</u> i). Study of the Body ii). Basic Structures iii). Cells iv). Tissues v). Organs vi). Systems vii). Directions viii). Anatomic Planes and Position
		<u>The Skeletal System:</u> i). Pathologic conditions (Inflammations and Infections) ii). Hereditary, Congenital and Developmental Disorders iii). Fractures

		<ul style="list-style-type: none"> iv). Metabolic and Deficiency Diseases v). Symptomatic Terms vi). Diagnostic Terms vii). Oncology Terms viii). Operative Terms ix). Laboratory Tests and Procedures x). Standard Abbrevia
		<p><u>The Muscular System:</u></p> <ul style="list-style-type: none"> i). Pathologic Conditions ii). Degenerative and Innervative Disorders iii). Hereditary, Congenital and Developmental Disorders iv).Symptomatic Terms v). Diagnostic Terms vi). Oncology Terms vii). Operative Terms viii). Laboratory Tests and Procedures. ix). Standard Abbreviations
13.	Diagnosis- International Classification of Diseases	
14.	Surgical Procedures (ICPM – International Classification of Procedures in Medicine)	
15.	Health Information Management (HIM)	<ul style="list-style-type: none"> i). Secondary Records and Health care Databases ii). Health Information Management Profession iii). Paper- based Health Records iv). Research Methods v). Healthcare Delivery systems vi). Clinical Quality Management vi). The Management Quality
16.	Hospital Organization and Administration	<p><u>Hospital Organization – structure and function:</u></p> <ul style="list-style-type: none"> i). Objectives of a Hospital ii). Types of hospitals iii). uniqueness of the hospital iv). Hospital Organizational Principles v). Hospital Organizational Functions vi). Functions of the Governing body vii). Department Heads Hospital Committees viii). Management/Administrative committee ix). Medical Committee x). Quality Assurance Committee xi). Medical Record Committee xii). Infection Control Committee xiii). Continuing Professional Education Committee Health Information Department Management xiv). Overview of Management xv). The Planning function xvi). The Organizing function xvii). The Directing function xviii). The Controlling function Management Health Information Department Personnel xix). Communication xx). Personnel Supervision