

**Detailed Syllabus for the Post of Medical Record Librarian**  
**Gr II in Medical Education Department. Cat. No: 731/2024**  
**(100 MARKS)**

**I. Anatomy and Physiology (12 Marks)**

1. General introduction of Anatomy and Physiology
2. Description of various region of human body and its basic functions.

**II. Medical Terminology (12 Marks)**

1. Definition, Objectives, Values of medical terminology
2. Colours, Symbols, Numerals etc.
3. Prefixes.
4. Suffixes ( Diagnostic, Operative & Symptomatic)
5. Roots.
6. Origin of terms anatomical, diagnostic, operative, radiology and clinical terms and abbreviations in respect of all human body systems.

**III. Medical Coding ( Disease, Surgical and Non Surgical) (07 Marks)**

1. Definition of coding and classification of Disease.
2. Introduction of Volumes I & II of the ICD ( latest revision of WHO)
3. Rules for classification of morbidity and mortality.
4. Tabulation lists of morbidity and mortality.

**IV. Medical Records Science (08 Marks)**

1. Brief history of Medical Record.
2. Definition of Medical Record
3. Characteristics of Medical Records

4. Values of Medical Records
5. Contents and Components of Medical Records
6. Need for the Medical Records Department and its functions
7. Responsibility for Medical Records, hospital Administrator, doctors, nurses, paramedical.
8. Organisation and management of Medical records Department, Medical Records Committees, Medical Audit Committees etc.
9. Origin and development of medical record including organisations of admission office.
10. Quantitative and qualitative analysis of medical records.
11. Numbering, filing retrieval and storing of records.
12. Indexes and indexing control
13. Legal aspects of medical records
14. Retention, preservation and destruction of Medical Records
15. Organization of outpatient medical records services

## **V. Clinical Subject and Hospital Administration**

### **a) Pathology (05 Marks)**

1. Introduction to clinical pathology
2. Definition and classification of diseases
3. Board outline and classification of various type of clinical lesions / tumors ( benign and malignant)

### **b) Microbiology (05 Marks)**

1. Introduction and orientation to subject of Microbiology
2. Modes of Transmission of diseases and general principles of immuno diagnosis.
3. Important microbiology investigations

**c. Biochemistry (05 Marks)**

1. Definition of Biochemistry
2. Important biochemical investigations

**d. Forensic Science (08 Marks)**

1. Introduction
2. legal procedures, Medical law and Ethics.
3. Identification, Medical Autopsy
4. Death and Post - Mortem change
5. External causes of injuries and Medicolegal aspects

**e. Library Sciences (05 Marks)**

1. Retrieval of information from books, journals and back volumes.
2. Internet Programs.

**f. Hospital organisation (08 Marks)**

1. Introduction
2. Definition, function and classification of the hospital
3. Hospital organization
4. General Principles of management
  - planning
  - organizing
  - staffing
  - directing
  - co-ordinating
  - Evaluation
  - Forms designing and quality control

## **VI. Biostatistics And Computer Science**

### **General Statistics (13 Marks)**

1. Definition
2. Types of Data
3. Methods of Collection of Data
4. Classification and tabulation of data
5. Measures of Central Tendency(Simple average, mode & median)
6. Measures of Dispersion ( Mean deviation, Standard deviation, range)
7. Graphical presentation of data ( Line Graph, Bar diagram, component chart, pie chart)
8. Vital Rates and Ratios
9. Use of Statistics
10. Practical Assignments

### **B) Health Care Statistics (12 Marks)**

1. Definitions
2. Important Terms ( Inpatient / outpatient, Admission, Discharge, length of stay, live birth, birth, cause of death etc)
3. Sources of hospitals statistics
4. Calculation of derivatives ( Percentage, bed occupation, death rate, birth rate, turnover interval etc.)
5. Uses and limitations and hospital statistics
6. Practical Assignments

**NOTE: - It may be noted that apart from the topics detailed above, questions from other topics prescribed for the educational qualification of the post may also appear in the question paper. There is no undertaking that all the topics above may be covered in the question paper.**

