

Annexure “10”

GENERAL ENGLISH

(Marks 20)

- (a) Essay Writing
- (b) Precis Writing
- (c) Letter Writing
- (d) Idioms & Phrases
- (e) Expansion of passages
- (f) Comprehension of given passages
- (g) Grammar:
 - Parts of Speech : Nouns, Adjective, Verb, Adverb, Preposition, etc
- (h) Correct usage and vocabularies

TECHNICAL PAPER – I

(Marks 50)

- Unit - I Definition of Medical Records
- Unit - II Importances of Medical Records
- Unit- III Uses of Medical Records
- Unit- IV Values of Medical Records
- Unit- V Aims and objective of Medical Records
- Unit - VI Central Admitting Office
- Unit - VII Medical Records Form
- Unit - VIII Retension and Preservation of Medical Records
- Unit - IX Hospital Management information system

TECHNICAL PAPER – II

(Marks 50)

- Unit - I Medical Terminology
- Unit - II Legal aspect of Medical Records
- Unit- III Hospital statistics
- Unit- IV Coding and Indexing
- Unit - V Daily census
- Unit - VI Assembling and deficiency check
- Unit - VII International classification of disease
- Unit- VIII Aptitude Test