

**SCHEME OF STUDIES AND EXAMINATION
DIPLOM IN MEDICAL RECORD
TECHNICIAN**

I st YEAR

SL NO	SUBJECT	THEORY		PRACTICALS		TOTAL	
		Hours	Marks	Hours	Marks	Hours	Marks
	PART-A						
	1.Communication skill in English	245	75	65	25	245	100
	2. General Foundation Course(Computer applications)	150	50	130	50	245	100
	Vocational subjects PART-B						
	1.Anatomy,Physiology,Biochemisty Microbiology and Pathology	80	100	120	100	200	200
	2. Hospital organization and Administration.	80	100	120	100	200	200
	3. Biostatistics	80	100	120	100	200	200
	PART-C						
	On Job training (project work)	----	----	100	100	----	100
	TOTAL	635	425	655	475	1090	900

II nd YEAR

SL NO	SUBJECT	THEORY		PRACTICALS		TOTAL	
		Hours	Marks	Hours	Marks	Hours	Marks
	PART-A						
	1.Communication skill in English	245	75	65	25	245	100
	2. General Foundation Course(Computer applications)	150	50	130	50	245	100
	Vocational subjects PART-B						
	1. Medical terminology ,coding disease operation as per ICD(WHO) Medical record sciences	80	100	120	100	200	200
	2. Medical information system, advance techniques for MR storage and retrieval	80	100	120	100	200	200
	3. computer application for medical records	80	100	120	100	200	200
	PART-C						
	On Job training (project work)	----	----	100	100	----	100
	TOTAL	635	425	655	475	1090	900

HOSPITAL ORGANISATION (ADMINISTRATION)

Management Functions and its Applications

Hospital Definition (WHO)

Types of Hospital (Government, Private, Voluntary Organization etc.

Hospital Services (OPD /Indoor /Emergences

Returns Reports and Records in Hospital (Indent Books, Registers, Log Booketc).

Hospital and Community hospital Hazards.