

FINAL ANSWER KEY

Question Paper Code:	54/2016/OL
Category Code:	641/2014
Exam:	Medical Record Librarian Gr II
Medium of Question:	English
Date of Test	06-06-2016
Alphacode	A

Question1:-The basic sources of hospital statistical information is.

- A:-Registries
- B:-Medical Records
- C:-Indexes
- D:-Abstracts

Correct Answer:- Option-B

Question2:-In MRD the last step in the work flow pattern is the.

- A:-Filing of Medical record according to the established procedure
- B:-Deficiency checking
- C:-Assembling
- D:-Coding

Correct Answer:- Option-A

Question3:-A MRD head is a

- A:-First level manager
- B:-Second level manager
- C:-Lower level manager
- D:-Supervisor

Correct Answer:- Option-B

Question4:-The medical records are regarded as the property of.

- A:-Patient
- B:-Attending physician
- C:-Patient's relatives
- D:-Health care institution

Correct Answer:- Option-D

Question5:-Legibility of record means

- A:-Easy to retrieve
- B:-Easy to handle
- C:-Easy to transfer
- D:-Easy to read

Correct Answer:- Option-D

Question6:-The hospital can submit the original record only to the

- A:-Attending physician
- B:-Patient
- C:-The court in case of subpoena
- D:-Health care organisations

Correct Answer:- Option-C

Question7:-Regular review of statistics are important to

- A:-Find out the mistakes
- B:-Check the efficiency of statistician
- C:-Avoid unnecessary work
- D:-Evaluate the care

Correct Answer:- **Question Cancelled**

Question8:-The census is always taken in a hospital at.....of each day

- A:-The same time
- B:-Different time
- C:-Consultation time
- D:-Regular intervals

Correct Answer:- Option-A

Question9:-Inpatient service day is also known as

- A:-Bed day

- B:-Patient day
 - C:-Length of stay
 - D:-Duration of an in patient's hospitalisation
- Correct Answer:- Option-B

Question10:-Completeness of Medical record means

- A:-All forms should be there
- B:-All the information about the patient and the authentication of concerned is there
- C:-Should be coded
- D:-Should be indexed

Correct Answer:- Option-B

Question11:-Entries that have been erased should be For legal value of record.

- A:-Over write
- B:-Initialed or signed by the concerned personnel
- C:-Not a reason
- D:-Pasted

Correct Answer:- Option-B

Question12:-MRO can release informations upon.

- A:-Legitimate requests
- B:-Phone requests
- C:-Legal requests
- D:-Personal request

Correct Answer:- Option-A

Question13:-Personal data in the medical record is owned by.

- A:-Physician
- B:-Hospital
- C:-Next of kin
- D:-Patient

Correct Answer:- Option-D

Question14:-Criminal cases are the following except

- A:-Assault cases
- B:-Violent or unexplained death
- C:-Sexual assault
- D:-Artificial insemination

Correct Answer:- Option-D

Question15:-A document that requires a person to appear at the designated place at the designated time is termed.

- A:-Subpoena
- B:-Subpoena duces tecum
- C:-Primary evidence
- D:-Attorney subpoena

Correct Answer:- Option-A

Question16:-The party who commences a lawsuit is the.

- A:-Defendant
- B:-Appellant
- C:-Contestee
- D:-Plaintiff

Correct Answer:- Option-D

Question17:-The patient whose life is threatened and who is comatose is assumed to give what kind of consent for life sustaining treatment.

- A:-Informed
- B:-Expressed
- C:-Direct
- D:-Implied

Correct Answer:- Option-D

Question18:-All of the following might be a problem associated with an authorisation to release information except.

- A:-Authorisation to release 'any and all' information
- B:-Authorisation signed retrospectively
- C:-Authorisation signed prospectively
- D:-Release of information by the recipient

Correct Answer:- Option-B

Question19:-A unit of measure denoting the service received by one inpatient in one 24 hour period is called

- A:-An average daily census day
 - B:-An inpatient service day
 - C:-The inpatient census
 - D:-A unit of service day
- Correct Answer:- Option-B

Question20:-The daily analysis of hospital service is based on.

- A:-Admission
 - B:-Inputs and outputs
 - C:-Discharge
 - D:-Census
- Correct Answer:- Option-C

Question21:-An active medical record is.

- A:-A medical record that is not used for patient care
 - B:-A medical record that is still being used for patient care
 - C:-A register for all inpatients
 - D:-A medical record that is transferred to nursing ward
- Correct Answer:- Option-B

Question22:-A card which replaces the MR in the file when the record is removed for use elsewhere in the hospital is.

- A:-Foot note
 - B:-Index card
 - C:-Tracer card
 - D:-Punch card
- Correct Answer:- Option-C

Question23:-Charting of care in the patient's record is the responsibility of.

- A:-Physician
 - B:-Charge nurse
 - C:-MRO
 - D:-Administrator
- Correct Answer:- Option-B

Question24:-An addendum is

- A:-A supplementary record
 - B:-Incident report
 - C:-Type of late entry to provide additional information in conjunction with a previous entry
 - D:-Delivery note
- Correct Answer:- Option-C

Question25:-Gossiping between the doctors about the patient is

- A:-Defamation
 - B:-Invasion of privacy
 - C:-Breach of confidentiality
 - D:-Tort
- Correct Answer:- Option-C

Question26:-Oral orders and orders over the telephone to nurses should be entered in the physician's orders and countersigned by within hours

- A:-Physician, 24 hrs
 - B:-Nurse, 12 hrs
 - C:-Nursing superintendent, 24 hrs
 - D:-MRO, 12 hrs
- Correct Answer:- Option-A

Question27:-Special consent is not for.

- A:-Surgical procedure
 - B:-Discharge against medical advice
 - C:-Induced abortion
 - D:-Diagnostic investigation and treatment
- Correct Answer:- Option-D

Question28:-When two or more persons agree upon the same thing in the same sense, they are said to

- A:-Consent
- B:-Clientele
- C:-Plaintiff

D:-Will

Correct Answer:- Option-A

Question29:-LAMA is

A:-Left Against Medical Advice

B:-Local Area Medical Access

C:-Laboratory And Medical Advice

D:-Late Arrival of Medical Attention

Correct Answer:- Option-A

Question30:-Biopsy is

A:-Postmortem examination

B:-Postpartum examination

C:-Examination of living tissue

D:-Forensic inspection

Correct Answer:- Option-C

Question31:-Preoperative checklist form is filled by

A:-Concerned doctor

B:-Chief physician

C:-Anaesthetist

D:-Nurse

Correct Answer:- Option-D

Question32:-Responsibility for designing medical record forms is delegated to the hospital.

A:-MRO

B:-PRO

C:-Forms committee

D:-Administrator

Correct Answer:- Option-C

Question33:-Electronic health records are

A:-Back up files

B:-Scanned records

C:-Digitally stored healthcare information

D:-Telemedicine

Correct Answer:- Option-C

Question34:-Demographic information includes

A:-Name, address, occupation etc

B:-Genetics, age, sex etc

C:-Physician orders

D:-Scan report

Correct Answer:- Option-B

Question35:-Hump - back is

A:-Sciolirosis

B:-Lordosis

C:-Angular kyphosis

D:-Psoriasis

Correct Answer:- Option-C

Question36:-Ex - votos means

A:-Congenital diseases

B:-Syndrome

C:-Model of the diseased area or structure

D:-The priest who treat the patient in temple medicine

Correct Answer:- Option-C

Question37:-Who discovered the circulation of blood

A:-William Harvey

B:-Galen

C:-Hippocrates

D:-Sushruth

Correct Answer:-**Question Cancelled**

Question38:-Chemotherapy means

A:-Treatment of disease by means of heat

B:-Treatment of disease by means of cold

- C:-Treatment of disease by means of drugs
 - D:-Treatment of disease by means of meditation
- Correct Answer:- Option-C

Question39:-In middle digit filing system the primary number in 446589 is

- A:-44
- B:-65
- C:-89
- D:-49

Correct Answer:- Option-B

Question40:-In the middle digit filing system the record 874406 is filed before

- A:-874405
- B:-884406
- C:-874407
- D:-874506

Correct Answer:- Option-C

Question41:-Unit numbering system provides.

- A:-Single record
- B:-Single number but different records
- C:-Single record with different numbers
- D:-Different records with different numbers

Correct Answer:- Option-A

Question42:-In which numbering system the removal of inactive records is not easy

- A:-Serial
- B:-Serial unit
- C:-Unit
- D:-Middle digit

Correct Answer:- Option-C

Question43:-In unit - serial numbering system, when older records are brought forward must be left in the filing area where the old chart has been pulled

- A:-Index card
- B:-Out guide
- C:-Consent form
- D:-Bradma

Correct Answer:- Option-B

Question44:-One of the most important tool in the MRD

- A:-Master-patient index
- B:-Admission register
- C:-Tracer card
- D:-Despatch register

Correct Answer:- Option-A

Question45:-..... plays an important role in good team work

- A:-Motivation
- B:-Communication
- C:-Delegation
- D:-Rules and policies

Correct Answer:- Option-A

Question46:-A note of pertinent findings should be recorded on the patient's record within hours prior to the operation

- A:-8 hrs
- B:-12 hrs
- C:-24 hrs
- D:-3 hrs

Correct Answer:- Option-C

Question47:-Quality assurance includes all of the following except

- A:-Risk management
- B:-Quality assessment
- C:-Utilisation management
- D:-Billing process review

Correct Answer:- Option-D

Question48:-Medical care evaluation focuses on.

- A:-The efficiency of Medical professionals
 - B:-The length of stay
 - C:-The quality of care provided in an institution
 - D:-Utilisation of resources
- Correct Answer:- Option-C

Question49:-Policies help in

- A:-Making decisions
 - B:-Writing goals
 - C:-Determining goals or objectives
 - D:-Providing feed back
- Correct Answer:- Option-A

Question50:-A is a plan in numerical terms

- A:-Vital statistics
 - B:-Length of stay
 - C:-Bed occupancy rate
 - D:-Budget
- Correct Answer:- Option-D

Question51:-The right of a supervisor to issue commands is

- A:-Delegation
 - B:-Authority
 - C:-Responsibility
 - D:-Power
- Correct Answer:- Option-B

Question52:-Daily task list is

- A:-List of number of records retrieved daily
 - B:-Number of patients transferred from ICU and ward
 - C:-Employees shift schedule
 - D:-Simple record of time spent on various major activities throughout the working days
- Correct Answer:- Option-D

Question53:-Daily task is not a

- A:-Personal check on his productivity
 - B:-Tool for organisational analysis
 - C:-To assure accurate recording of time spent
 - D:-Emphasis on major activities
- Correct Answer:- Option-A

Question54:-Which management function measures and correct work performance

- A:-Organising
 - B:-Actuating
 - C:-Controlling
 - D:-Directing
- Correct Answer:- Option-C

Question55:-Evaluating the quality and validity of information recorded is the responsibility of

- A:-Medical officer
 - B:-Medical record office
 - C:-Medical record technician
 - D:-Hospital administrator
- Correct Answer:- Option-A

Question56:-Bed day is

- A:-The number of inpatients present in the hospital
 - B:-A unit of measure denoting the presence of an inpatient bed set up and staffed for use in one 24 hrs period
 - C:-A unit of measure denoting the presence of an inpatient bed set up and staffed for use in one 12 hrs period
 - D:-A unit of measure denoting the presence of an inpatient bed set up and staffed for use in one 8 hrs period
- Correct Answer:- Option-B

Question57:-The daily inpatient census is the number of inpatients present at the census taking time each day, plus

- A:-Any inpatient died after the census taking time the previous day
 - B:-Any patient in the ambulatory care department
 - C:-Any inpatients who were both admitted and discharged after the census taking time the previous day
 - D:-Any new born birth after the census taking time the previous day
- Correct Answer:- Option-C

Question58:-The fetal death is indicated by

A:-The fact that after complete expulsion from the mother the foetus does not breathe or show any other evidence of life

B:-The fact that after complete expulsion from the mother the foetus show the evidence of life

C:-Death of neonate

D:-Death of new born during the first 28 completed days of life.

Correct Answer:- Option-A

Question59:-A unit of measure denoting the services received by an inpatient during one 24 hr period is

A:-Hospital day

B:-Daily census

C:-Occupied bed day

D:-Length of stay

Correct Answer:- Option-C

Question60:-The disease or injury which initiated the train of morbid events leading directly to death or the circumstances of the accident or violence which produced the fatal injury

A:-Antecedent cause

B:-Cause of death

C:-Mortality

D:-Underlying cause of death

Correct Answer:- Option-D

Question61:-In the month of May, there were 21 deaths. Total of 650 patients were discharged (including deaths). Then the hospital death rate for May was.

A:-2.1%

B:-21%

C:-3.23%

D:-6.5%

Correct Answer:- Option-C

Question62:-If the patient is not in a position to give written consent to release information from his/her record, then who will do the same

A:-Patient's legal guardian

B:-Attending physician

C:-MRO

D:-Nurse who takes care of the patient

Correct Answer:- Option-A

Question63:-A patient can give a written consent only if he/she is

A:-Over the age of 18

B:-Over the age of 14

C:-Over the age of 20

D:-Over the age of 25

Correct Answer:- Option-B

Question64:-If a patient has a primary diagnosis of alcoholism, which of the following information items may be released without his consent

A:-His admission and discharge dates only

B:-His name only

C:-His name, age, address, sex and attending physician only

D:-No information including the fact that he has treated at the facility

Correct Answer:- Option-D

Question65:-The right to authorise release of information from the medical records of a deceased person rests with the

A:-Patient's next of kin

B:-Administrator of the estate

C:-Patient's attorney

D:-Attending physician

Correct Answer:- Option-B

Question66:-A written patient authorisation should contain all of the following except

A:-Signature of the person requesting the information

B:-Signature of the patient or institution that is to receive the information

C:-Purpose of or need for the information

D:-Name of the person or institution that is to receive the information

Correct Answer:- Option-A

Question67:-Medical record information might be considered to fall into all the following categories except

- A:-Clinical information
 - B:-Secondary medical information
 - C:-Financial information
 - D:-Identifying information
- Correct Answer:- Option-C

Question68:-Upon receipt of a subpoena duces tecum, which of the following should be removed from the medical record

- A:-Correspondence
- B:-Consent forms
- C:-Nurses notes
- D:-Graphic reports

Correct Answer:- Option-A

Question69:-In determining the length of stay, a 24 hr leave of absence is

- A:-Always counted
- B:-Never counted
- C:-Counted if the patient is receiving some type of medical care at another facility during the leave
- D:-Counted if the attending physician sees the patient during the leave

Correct Answer:- Option-B

Question70:-The index cards are arranged.

- A:-Numerically
- B:-Alphabetically
- C:-Date wise
- D:-Month wise

Correct Answer:- Option-B

Question71:-The greatest resource a medical record department director has is.

- A:-Adequate space
- B:-Employees
- C:-Computers
- D:-A cooperation medical staff

Correct Answer:-**Question Cancelled**

Question72:-The major elements in maintaining quality assurance programme are

- A:-Gathering of data, assessment and analysis of data, continuing the monitoring process
- B:-Making decisions, writing goals, determining goals or objectives and providing feedback
- C:-Work simplification, work distribution, flow process, work sampling
- D:-Direct observation, work simplification, work sampling, quality control

Correct Answer:- Option-A

Question73:-Utilisation review was conducted by

- A:-Hospital admissions committee
- B:-Medical record committee
- C:-Forms committee
- D:-Occurance screening committee

Correct Answer:- Option-A

Question74:-Four major management functions are

- A:-Staffing, recruiting and orientation
- B:-Planning, organising, controlling and actuating
- C:-Policy making, decision making, controlling, auditing
- D:-Planning, directing, cost evaluation, budgeting

Correct Answer:- Option-B

Question75:-..... shows past expenditure of each department

- A:-Balance sheet
- B:-Budget
- C:-Audit
- D:-Work sheet

Correct Answer:- Option-D

Question76:-Which is not a special register

- A:-Poison control register
- B:-Cancer care register
- C:-Organ bank register
- D:-Admission register

Correct Answer:- Option-D

Question77:-In management departmentalisation and coordinate is coming under

- A:-Planning
- B:-Organising
- C:-Actuating
- D:-Controlling

Correct Answer:- Option-B

Question78:-Inhalation therapy is under the professional supervision of

- A:-Thoracic surgeon
- B:-Anaesthesiology department
- C:-Nephrology department
- D:-Physiology department

Correct Answer:- Option-B

Question79:-..... of work performance are used to control the work performed in departments

- A:-Policies
- B:-Procedures
- C:-Standards
- D:-Rules

Correct Answer:- Option-C

Question80:-Assembling of medical record

- A:-Arrange the medical records chronologically
- B:-Checking the deficiency of forms
- C:-Checking the entries in the forms
- D:-The forms in the medical record are arranged in the order determined by the hospital

Correct Answer:- Option-D

Question81:-Efficient organisation and management of the medical record department are import factors in the of health care facilities

- A:-Publicity
- B:-Viability
- C:-Accreditation
- D:-Relevance

Correct Answer:- Option-C

Question82:-Health information or patient care information, commonly known as

- A:-Medical records
- B:-Admission/discharge summary
- C:-Doctor's order
- D:-Nurse's report

Correct Answer:- Option-A

Question83:-Accessibility of record means

- A:-Easy retrieval of the health care information when and where it is required
- B:-Easy method of filing
- C:-Easy for accounting
- D:-Easy for reporting

Correct Answer:- Option-A

Question84:-Length of stay is

- A:-The services received by an inpatient during one 24 hr period
- B:-The number of days of care rendered to an inpatient from admission to discharge
- C:-The number of days of care rendered to a patient from the hospital
- D:-The daily inpatient census

Correct Answer:- Option-B

Question85:-In May there were 4,280 inpatient service days (excluding newborn babies) recorded. Then the average daily census is

- A:-138.1
- B:-428
- C:-42.8
- D:-43

Correct Answer:- Option-A

Question86:-Recorded information in Medical Record is

- A:-Privileged communication
- B:-Upward communication

C:-Downward communication

D:-Medical transcription

Correct Answer:- Option-A

Question87:-The physician - patient privilege belongs to

A:-Patient

B:-The physician

C:-Both the physician and patient

D:-Either the patient or the physician

Correct Answer:- Option-A

Question88:-When preparing a medical record in response to a subpoena duces tecum, all of the following should be done except

A:-Each page should be numbered

B:-Each page should contain the patient's name and medical record number

C:-The record should be read to see if there is a possibility of a malpractice suit

D:-The attending physician should be notified

Correct Answer:- Option-D

Question89:-Refusing to honour a subpoena can result in

A:-Being considered as contempt of court

B:-Judicial fines being imposed

C:-Arrest

D:-Another subpoena being issued

Correct Answer:- Option-A

Question90:-What is the customary method of classifying a fetal death

A:-Number of weeks of gestation or weight of the foetus

B:-How soon after birth the infant died

C:-Whether the foetus is preterm

D:-Whether the foetus is malformed

Correct Answer:- Option-A

Question91:-One of the major problems in comparing statistics reported by different hospitals is

A:-Regional differences among hospitals

B:-Differences in definitions of various terms used in compiling statistics

C:-Whether statistics are compiled manually or by computer

D:-Whether the hospital is proprietary or not for profit

Correct Answer:- Option-B

Question92:-The hospital inpatient census is defined as the number of inpatients

A:-Occupying beds in the hospital at midnight

B:-Discharged within a 24 hr period

C:-Admitted within a 24 hr period

D:-Occupying beds in the hospital at any one time

Correct Answer:- Option-D

Question93:-The IP census does not include which one of the following

A:-Number of patients present at the census taking time on a given day

B:-The number of newborns delivered that day

C:-The number of patients in the intensive care unit that day

D:-The number of patients in the emergency room that day

Correct Answer:- Option-D

Question94:-If a patient is brought to the hospital by an ambulance, data collection starts with

A:-Emergency room service

B:-Care in the ward

C:-Ambulance service

D:-Nurse's service

Correct Answer:- Option-C

Question95:-The language used in writing medical record is

A:-Vague

B:-Generalised

C:-Speculate

D:-Factual

Correct Answer:- Option-D

Question96:-When an error is made in a health record entry, proper error correction procedures include all of the following except

- A:-Entry should be signed with date
- B:-State the reason for the error in the margin
- C:-Draw a line through the entry that the inaccurate information is still legible
- D:-Use whiteout

Correct Answer:- Option-D

Question97:-Hippocrates was the first to separate medicine from

- A:-Astrology
- B:-Psychology
- C:-Philosophy
- D:-Etiology

Correct Answer:- Option-C

Question98:-At the time of admission the treating doctor should document

- A:-Final diagnosis
- B:-Differential diagnosis
- C:-Family history
- D:-Provisional diagnosis

Correct Answer:- Option-D

Question99:-Rational explanation for the causes of disease means

- A:-Comparative explanation
- B:-Differential explanation
- C:-Reasoned explanation
- D:-Explanation of selected cases

Correct Answer:- Option-C

Question100:-The key of medical record is

- A:-Disease and operation index
- B:-Master patient index
- C:-Register
- D:-Physicians index

Correct Answer:- Option-B