



All India Institute of Medical Sciences, Jodhpur

Indicative Syllabus for the Examination for the Post of Medical Record Officer

(Syllabus is only indicative. The questions can assess any aspect of knowledge, aptitude, attitude and practical skills, which is expected from a trained person to work efficiently at the advertised post. The number and sequence of questions examining any particular topic / subject may be variable.)

SECTION - 1 (Subject Knowledge)

a) Hospital and Patient-care Appraisal

1. Physics
 - Types of ultrasound
 - Techniques of ultrasound scanning in different parts
 - positioning and filming
 - Principles of Doppler effect and colour Doppler.
 - (i) History and Evolution of Hospitals
 - (ii) New trends in Hospitals.
2. Definition of Hospital
 - Objectives of Hospital.
 - Parameters of Good Medical Care/Patterns of Patient Care.
 - Functions of Hospital.
3. Role of a Hospital in Health is Delivery Systems (HCDS)
4. Classification of Hospitals.
5. Hospitals Organization and its analysis
 - Chart of Organization.
 - Board and committees
 - Duties and responsibilities thereof.
6. Departmental Administration
 - Delegation
 - Decentralization
7. Patient Care Appraisal (PCA)
 - History of Medical Audit
 - Tools and Techniques
 - Various Phases of Medical Audit.

b) Departments and Service Units

1. Clinical Departments
2. Diagnostic and therapeutic services (including clinical Laboratories, Radiology, Physical Medicine and Rehabilitation and Pharmacy services)
3. Nursing Department
4. Dietary Department
5. Outpatient Department
6. Accident and emergency services Department
7. Medical Social Service Department (viii) General and Medical stores
8. Blood Bank
9. Medical Library services, Service units in a hospital Laundry, Housekeeping, CSSD.
Miscellaneous Services: Engineering, Mortuary and Transport services.

c) Basic Anatomy

1. General Introduction
 - Definition of Anatomy & Physiology.
 - Types of Anatomy (including systemic)
 - Definition of topographic term/term used to describe the body.
 - Description of Various regions of the body.
2. Cells and tissues of body and general histology.
3. Anatomical description of the following:
 - Skin and breast – Ontology
 - Joints – Ligaments
 - Fasciae and Bursae – Musculoskeletal system
 - Cardiovascular system – Respiratory system
 - Lymphatic system – Blood and blood forming organs
 - congenital system – Endocrine system
 - Organs of special senses (ear, eye, etc.)
 - Digestive system – Embryology

d) Basic Physiology

- Introductory Lectures or specialization of tissues.
- Homeostasis and its importance in mammals.
- Blood and lymphatic system Cardiovascular system
- Excretory system, skin and temperature regulation
- Respiratory system
- Digestive system and metabolism Endocrinology
- Reproductive system
- Nervous system
- Special senses
- Muscles

e) Basic Pathology and Microbiology

- Definitions and Classification of diseases
 - Inflammatory diseases – viral and fungal
 - Inflammatory diseases – Parasitic
- Degenerative diseases
 - Fatty degeneration, Amyloid etc.
- Tumors – Definition, etiology & classification
- Disturbances in blood flow
- pigment disorders, Hereditary diseases, C.V.S. Blood vessels
- V.S. Heart, Respiratory system
- G.I. tract, Liver Lymphatic system
- Genitourinary system, Skeletal system
- Blood, Central Nervous system
- Endocrine system

Clinical Pathology

- Normal composition of blood, diseases of RBCs., WBCs., Platelets.
- Coagulation factors and disorders
- Blood groups and cross matching
- Blood transfusion
- Urine composition: variation in common diseases



- CSF and body fluids
- Gastris & Duodenal contents
- Fases
- parasites,
- Introduction and historical background, Classification special,
- Characteristics of organisms bacterias
- Asepsis
- Disinfection Antiseptics
- Sanitation, Infection, Immunity, Allergy study of pathogenic organisms, Non-pathology organisms, Virus and fungus, Parasitic diseases- their stance in India with lab Diagnosis.

f) Medical Terminology

- i. Objective
- ii. Basic
- iii. Elements of Medical Terms

(a) Roots	(b) Prefixes
(c) Suffixes	(d) Colours
(e) Numerals	(f) Symbols
(g) Abbreviation	
- (iv) Terms pertaining to Body as a whole.

Terms relate to Investigations, and operation, treatment of conditions, disorders -

1. Skin and Breast (integumentary system)
2. Musculoskeletal
3. Neurological and psychiatric
4. Cardio- vascular
5. Blood and blood forming organs
6. Respiratory
7. Digestive
8. Uro – genital
9. Gynecological
10. Maternal, Antenatal and Neonatal conditions
11. Endocrine and Metabolic
12. Sense organs of:
 - (i) Vision
 - (ii) Hearing
13. Systemic:
 - (i) Infectious diseases.
 - (ii) Immunological diseases
 - (iii) Diseases of the Connective Tissues
14. Geriatrics and Psycho geriatrics.

Supplementary terms: Selected terms relating -

1. Oncology
2. Anesthesiology
3. Physical Medicine and Rehabilitation
4. Nuclear Medicine
5. Plastic Surgery of Burns and Maxillofacial
6. Radio- Diagnosis
7. Radiotherapy



g) Biostatistics

- (i) Introduction to Statistics.
- (ii) Methods of collection of data.
- (iii) Measures of central tendency (simple average, G.M., H.M. Mode and Median).
- (iv) Measures of dispersion (Standard deviation, range, variance, average deviation)
- (v) Sampling; Definition, Methods of sampling (random systematic, stratified, cluster).
- (iv) Correlation and regression: Significance, linear correlation, correlation coefficient, linear regression.
- (vii) Time series analysis – concept and its utility, component of time series.
- (viii) Test of significance.
- (ix) Graphical presentation of data.
- (x) Probability- concept and definition.
- (xi) Uses of statistics.
 1. Sources of hospital statistics (In-Patient census, Out – Patient Deptt, and Special Clinics).
 2. Definitions (live, birth, foetal death, immaturity, cause of death, underlying cause of death inpatient bed etc)
 3. Analysis of hospital services and discharges.
 4. Indices (Bed occupancy, average length of stay, bed turn – over internal, death rate, birth rate etc.)
 5. Vital statistics.
 6. Uses and Limitations of hospital data.
 7. Method of compilation of various Health Returns/ Statistical Returns.

h) Healthcare Organisation

1. Introduction to Principles of Management and Administration
 - scope and importance of management.
 - Principles of Management.
 - Functions of a Manger (POSDCORB-E). Management Techniques.
 - Material Management
 - Personal Administration.
 - Financial Administration.
2. Public Health Structure in India.
 - With relation to Public Health & medical Care.
 - Constitutional lists.
 - Various five years plans and priorities.
3. Role of Voluntary Health Organisation.
4. Basic facts of Health in India.
5. Current Objectives and strategies.
 - Population Dynamics.
 - Community Health Worker schemes.
6. National Health Programmes of Medicine and Homeopathy.
7. Other programmes of relevance to Health Sector.
 - Family Welfare.
 - Medical Termination of Pregnancy.
 - National Population Policy.
 - Maternity and Child Health.

i) Medical Record Science

- I. Introduction to Medical Record Science.
- II. - 1. Development, Analysis and Uses of Medical Record.



2. (i) Development of Medical Record Forms, basic and special.
(ii) Order of Arrangements:
 - (a) Ward
 - (b) Medical Record Department.
 - (c) Source oriented medical record.
 - (d) Problem oriented medical record.
 - (e) Integrated Medical Record.
3. Analysis of Medical record:
 - (i) Quantitative.
 - (ii) Qualitative.
4. Uses of Medical Records:
 - (a) as a personal document.
 - (b) as impersonal document.
5. Values of the Medical Record

j) International classification of Diseases

Classification of diseases as per I.C.D.

SECTION - 2 (Aptitude Knowledge)

General Intelligence & Reasoning

It would include questions of both verbal and non-verbal type. This component may include questions on analogies, similarities and differences, space visualization, spatial orientation, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship concepts, arithmetical reasoning and figural classification, arithmetic number series, non-verbal series, coding and decoding, statement conclusion, syllogistic reasoning etc. the topics are, Semantic Analogy, Symbolic/Number Analogy, Figural Analogy, Semantic Classification, Symbolic/Number Classification, Figural Classification, Semantic Series, Number Series, Figural Series, Problem Solving, Word Building, coding & decoding, Numerical Operations, symbolic Operations, Trends, Space Orientation, Space Visualization, Venn Diagrams, Drawing inferences, Punched hole/pattern-folding & unfolding, Figural Pattern – folding and completion, indexing, Address matching, Date & city matching, Classification of centre codes/roll numbers, Small & Capital letters/numbers coding, decoding and classification, Embedded Figures, Critical thing, Emotional Intelligence, Social Intelligence, Other sub-topics, if any.

Quantitative aptitude

The questions will be designed to test the ability of appropriate use of numbers and number sense of the candidate. The scope of the test will be computation of whole numbers, decimals, fractions and relationships between numbers, Percentage. Ratio & Proportion, Square & cube roots, Averages, Interest, Profit and Loss, Discount, Partnership Business, Mixture and Allegation, Time and distance, Time & Work.

