MEDICAL RECORDS LIBRARIAN GRADE II,INSURANCE MEDICAL SERVICES

ONLINE EXAM :06-06-2016

1.The basic sources of hospital statistical information is:

A.Registries

B.Medical Records\*

C.Indexes

D.Abstracts

Ans:B

2.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

Ans:A

3.A MRD head is a

A.First level manager

B.Second level manager\*

C.Lower level manager

D.Supervisor

Ans:B

4.The medical records are regards as the property of

A.Patient

B.Attending physician

C.Patient’s relatives

D.Health care institution\*

Ans:D

5.Legibility of record means

A.Easy of retrieve

B.Easy to handle

C.Easy to transfer

D.East to read\*

Ans:D

6.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 organsations

Ans:C

7.Regular review of statistics are important to

A.Find out the mistakes

B.Check the efficiency of statistician

C.Avoid unnecessary work\*

D.Evaluates the care

Ans:C

8.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

Ans:A

9.Inpatient service day is also known as

A.Bed day

B.Patient day\*

C.Length of stay

D.Duration of an inpatient’s hospitalization

Ans:B

10.Completeness of Medical records 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

Ans:B

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

A.Over write

B.Initiated or signed by the concerned personnel\*

C.Not a reason

D.Pasted

Ans:B

12.MRO can release informations upon

A.Legitimate requests\*

B.Phone requests

C.Legal requests

D.Personal request

Ans:A

13.Personal data in the medical record is owned by

A.Physician

B.Hospital

C.Next of kin\*

D.Patient

Ans:C

14.Criminal cases are the following except

A.Assault cases

B.Violent or unexplained death

C.Sexual assault

D.Artificial insemination\*  
Ans:D

15.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

Ans:A

16.The party who commences a lawsult is the

A.Defendant

B.Appellant

C.Contestee

D.Plaintiff\*

Ans:D

17.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\*

Ans:D

18.All of the following might be a problem associated with an authorization 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

Ans:B

19.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  
Ans:B

20.The daily analysis of hospital service is based on

A.Admission

B.Inputs and outputs

C.Discharge\*

D.Census

Ans:C

21.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

Ans:B

22.A card with 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

Ans:C

23.Charting of care in the patient’s record is the responsibility of

A.Physician

B.Charge nurse\*

C.MRO

D.Administrator

Ans:B

24.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

Ans:C

25.Gossiping between the doctors about the patient is-----

A.Defamation

B.Invasion off privacy

C.Breach of confidentiality\*

D.Tort

Ans:C

26.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 hours\*

B.Nurse,12 hrs

C.Nursing superintendent,24 hrs

D.MOR,12 hrs

Ans:A

27.Special consent is not for

A.Surgical procedure

B.Discharge against medical advice

C.Induced abortion

D.Diagnostic Investigation and treatment\*

Ans:D

28.When two or more person agree upon the samw thing in the same sense,they are said to -------

A.Consent\*

B.Clientele

C.Plaintiff

D.Will

Ans:A

29.LAMA is:

A.Left Against Medical Advice\*

B.Local Area Medical Access

C.Laboratory And Medical Advice

D.Late Arrival of Medical Attention

Ans:A

30.Biopsy is:  
A.Postmortem examination

B.Postpartum examination

C.Examination of living tissue\*

D.Forensic inspection

Ans:C

31.Preoperative checklist form is filled by

A.Concerned doctor

B.Chief physician

C.Anesthetist

D.Nurse\*

Ans:D

32.Responsibility for designing medical record forms is delegated to the hospital

A.MRO

B.PRO

C.Forms committee\*

D.Administrator

Ans:C

33.Electronic health records are

A.Back up files

B.Scanned records

C.Digitally stored healthcare information\*

D.Telemedicine

Ans:C

34.Demographic information includes

A.Name,address,occupation etc

B.Genetics,age,sex etc\*

C.Physician orders

D.Scan report

Ans:B

35.Hump-back is

A.Sciolosis

B.Lordosis

C.Angular kyphosis\*

D.Psoriasis

Ans:C

36.Ex-votos means

A.Congenital diseases

B.Syndrome

C.Model of the diseased area or structure\*

D.The priest who treat the patient in the temple medicine

Ans:C

37.Who discovered the circulation of blood

A.William Harvey

B.Galen\*

C.Hippocrates

D.Sushruth

Ans:B

38.Chemotherapy means

A.Treatment of disase 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

Ans:C

39.In middle digit filling system the primary number in 446589 is

A.44

B.65\*

C.89

D.49

Ans:B

40.In the middle digit filing system the record 874406 is filed before

A.8744005

B.884406

C.874407\*

D.874506

Ans:C

41.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

Ans:A

42.In which numbering system the removal of inactive records is not easy

A.Serial

B.Serial unit

C.Unit\*

D.Middle digit

Ans:C

43.In unit-----serial numbering system,when order records are brought forward --------must be left in the fliling area where the old chart has been pulled

A.Index card

B.Out guide\*

C.Consent form

D.Bradma

Ans:B

44.One of the most important tool in the MRD

A.Master-patient index\*

B.Admision register

C.Tracer card

D.Despatch register

Ans:A

45.----------plays an important role in good team work

A.Motivation\*

B.Communication

C.Delegation

D.Rules and policies

Ans:A

46.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

Ans:C

47.Quality assurance includes all of the following except

A.Risk management

B.Quality assessment

C.Utilisation management

D.Billing process review\*

Ans:D

48.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

Ans:C

49.Policies help in

A.Making decisions\*

B.Writing goals

C.Determining or objectives

D.Providing feed back

Ans:A

50.A -----is a plan in numerical terms

A.Vital statistics

B.Length of stay

C.Bed occupancy rate

D.Budget\*

Ans:D

51.The right of a supervisor to issue commands is

A.Delegation

B.Authority\*

C.Responsibility

D.Power

Ans:B

52.Dail 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\*

Ans:D

53.Daily task is not a

A.Personal check on his productivity\*

B.Tool for organizational analysis

C.To assure accurate recording of time spent

D.Emphasis on major activities

Ans:A

54.Which management function measures and correct work performance

A.Organising

B.Actuating

C.Controlling\*

D.Directing

Ans:C

55.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

Ans:A

56.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

Ans:B

57.The daily inpatient census is the number of inpatients presents 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

Ans:C

58.The fetal death is indicated by

A.The fact after complete expulsion from the mother the foetus does not breathe or show any other evidence of life\*

B.The fact 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

Ans:A

59.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

Ans:C

60.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\*

Ans:D

61.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%

Ans:C

62.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 legal guardian\*

B.Attending physician

C.MRO

D.Nurse who takes care of the patient

Ans:A

63.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

Ans:B

64.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\*

Ans:D

65.The right to authorize release of information from the medical records of a deceased person rests with the

A.Patient’s next of kin

B.Administor of the estate\*

C.Patient’s attorney

D.Attending physician

Ans:B

66.A written patient authorization 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

Ans:A

67.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

Ans:C

68.Upon receipt of a subpoena duces tecum,which of the following should be removed from the medical record.

A.Correspondance\*

B.Consent forms

C.Nuses notes

D.Graphic reports

Ans:A

69.In determining the length of stay,a 24 hr leave of absence is

A.Always counted

B.Never counted\*

C.Counted if the patients 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

Ans:B

70.The index cards are arranged

A.Numerically  
B.Alphabetically\*

C.Date wise

D.Month wise

Ans:B

71.The greatest resource a medical record department director has is.

A.Adequate space

B.Employees\*

C.Computers

D.A cooperation medical staff

Ans:B

72.The major elements in maintaining quality assurance programme are

A.Gathering of data,assessment and analysis of data,continuing the mountaining 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

Ans:A

73.Utilisation review was conducted by

A.Hospital admissions committee\*

B.Medical record committee

C.Forms committee

D.Occurance screening committee

Ans:A

74.Four major management functions are

A.Staffing,recruiting and orientation

B.Planning ,organizing,controlling and actuating\*

C.Policy making,decision making ,controlling ,auditing

D.Planning,directing,cost evaluation,budgeting

Ans:B

75.----------------shows past expenditure of each department

A.Balance sheet

B.Budget

C.Audit

D.Work sheet\*

Ans:D

76.Which was not a special register

A.Poison control register

B.Cancer care register

C.Organ bank register

D.Admission register\*

Ans:D

77.In management departmentalization and coordinate is coming under

A.Planning

B.Organising\*

C.Actuating

D.Controlling

Ans:B

78.Inhalation therapy is under the professional supervision of

A.Thorasic surgeon

B.Anaesthesiology department\*

C.Nephology department

D.Physiology department  
Ans:B

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

A.Policies

B.Procedures

C.Standards\*

D.Rules

Ans:C

80.Assembling of medical record

A.Arrange the medical record 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\*

Ans:D

81.Efficient organization and management of the medical record department are import factors in the ---------of health care facilities.

A.Publicity

B.Viability

C.Accreditation\*

D.Relevance

Ans:C

82.Health information or patient care information or patient care information,commonly known as

A.Medical records\*

B.Admission/discharge summary

C.Doctor’s order

D.Nurse’s report

Ans:A

83.Accessibility off record means

A.Easy retrieval of the health care\*

B.Easy method of filing

C.Easy for accounting

D.Nurse’s reporting

Ans:A

84.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

Ans:B

85.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

Ans:A

86.Recorded information in Medical Record is

A.Privileged communication\*

B.Upward communication

C.Downward communication

D.Medical transcription

Ans:A

87.The physician –patient privilege belongs to

A.Patient\*

B.The Physician

C.Both the physician and patient

D.Either the patient or the physician

Ans:A

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

A.Each pages 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\*

Ans:D

89.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

Ans:A

90.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

Ans:A

91.One of the major problems in comparing statistics reported by different hospital 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

Ans:B

92.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 24 hr period

D.Occupying beds in the hospital at any one time\*

Ans:D

93.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 rooms that day\*

Ans:D

94.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

Ans:C

95.The language used in writing medical record is

A.Vague

B.Generalised

C.Speculate

D.Factual\*

Ans:D

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

A.Entry should the 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\*

Ans:D

97.Hippocrates was the first to separate medicine from

A.Astrology

B.Physchology

C.Philosophy\*

D.Etiology

Ans:C

98.At the time of admission the greating doctor should document

A.Final diagnosis

B.Differential diagnosis

C.Family history

D.Provisional diagnosis\*

Ans:D

99.Rational explanation for the causes of disease means:

A.Comparative explanation

B.Differential explanation

C.Reasoned explanation\*

D.Explanation of selected cases

Ans:C

100.The key of medical record is

A.Disease and operation index

B.Master patient index\*

C.Register

D.Physicians index

Ans:B