

SUMANDEEP VIDYAPEETH

(Declared as Deemed to be University under Section 3 of the UGC Act 1956)

Accredited by NAAC with a CGPA of 3.53 out of four-point scale at 'A' Grade

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CURRICULUM

**Diploma
in**

MEDICAL RECORDS TECHNOLOGY

Attested CTC

Charaney
15/2/2021

Vice-Chancellor

Sumandeep Vidyapeeth

An Institution Deemed to be University

Vill. Piparia, Taluka: Waghodia.

Dist. Vadodara-391 760. (Gujarat)



2016

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INTRODUCTION

Goal: To gain skills in computer software, medical coding, and office procedures.

Aim: To train students how to manage health data in various forms.

Scope

The quality of paramedical care has improved tremendously in the last few decades due to the advances in technology, thus creating fresh challenges in the field of healthcare. It is now widely recognized that health service delivery is a team effort involving both clinicians and non-clinicians, and is not the sole duty of physicians and nurses. Professionals that can competently handle sophisticated machinery and advanced protocols are now in high demand. In fact, diagnosis is now so dependent on technology, that paramedical and healthcare professionals are vital to successful treatment delivery.

Effective delivery of healthcare services depends largely on the nature of education, training and appropriate orientation towards community health of all categories of health personnel, and their capacity to function as an integrated team, with a range of skills and expertise, play key roles within the National Health Service, working autonomously, in multi-professional teams in various settings. All of them are first-contact practitioners and work across a wide range of locations and sectors within acute, primary and community care.

Learning goals and objectives for paramedical healthcare professionals

The learning goals and objectives of the undergraduate and graduate education program will be based on the performance expectations. They will be articulated as learning goals (why we teach this) and learning objectives (what the students will learn). Using the framework, students will learn to integrate their knowledge, skills and abilities in a hands-on manner in a professional healthcare setting. These learning goals are divided into nine key areas, though the degree of required involvement may differ across various levels of qualification and professional cadres.

objective of the program is to develop a pool of trained workforce which can be employed by medical device manufacturers, suppliers and service providers and bio-medical department of hospitals to assist installation, repair and maintenance of basic medical equipment and devices. This course is geared to prepare personal with 10+2 background preferably or class X in certain situations and who desire to be employed as a medical equipment technician in a healthcare setting or service providers. This program focuses on the acquisition of skills necessary to perform inspection, installation, preventative maintenance and troubleshooting of Basic Clinical Equipment and their related medical device/ electronic systems, including appropriate documentation for Attended CTE activities and training the hospital staff, whenever necessary.


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Program outcomes

After the completion of program, Medical Records Technician will be able to document patients' health information, including their medical history, symptoms, examination and test results, treatments, and other information about healthcare services that are provided to patients. Their duties vary by employer and by the size of the facility in which they work.

The increasing adaptation and use of electronic health records (EHRs) will continue to change the job responsibilities of Medical Records Technician. Technicians will need to be familiar with, or be able to learn, EHR computer software, follow EHR security and privacy practices, and analyze electronic data to improve healthcare information.

Ethics and accountability

Students will understand core concepts of clinical ethics and law so that they may apply these to their practice as healthcare service providers. Program objectives should enable the students to:

- Describe and apply the basic concepts of clinical ethics to actual cases and situations
- Recognize the need to make health care resources available to patients fairly, equitably and without bias, discrimination or undue influence
- Demonstrate an understanding and application of basic legal concepts to the practice
- Employ professional accountability for the initiation, maintenance and termination of patient-provider relationships
- Demonstrate respect for each patient's individual rights of autonomy, privacy, and confidentiality

Commitment to professional excellence

The student will execute professionalism to reflect in his/her thought and action a range of attributes and characteristics that include technical competence, appearance, image, confidence level, empathy, compassion, understanding, patience, manners, verbal and non-verbal communication, an anti-discriminatory and non-judgmental attitude, and appropriate physical contact to ensure safe, effective and expected delivery of healthcare

Eligibility for admission

- Candidate should have passed 10 + 2 with science(PCB)

Duration of the course

Duration of the course is 2 year and 1 year internship

Medium of instruction:

English shall be the medium of instruction for all the subjects of study and for examination of the course.

Attendance

A candidate has to secure minimum 80% attendance in overall with at least-

1. 75% attendance in theoretical
2. 80% in Skills training (practical) for qualifying to appear for the final examination.

No relaxation, whatsoever, will be permissible to this rule under any ground including indisposition etc.

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Assessment:

Assessments should be completed by the academic staff, based on the compilation of the student's theoretical & clinical performance throughout the training programme. To achieve this, all assessment forms and feedback should be included and evaluated. Student must attain at least 50% marks in each Theory, Internal assessment and Practical independently / separately for each individual subject.

COURSE OF INSTRUCTION

| Course Name | Course Code | Theory (In hrs.) (Class and lab) | Practical (In hrs.) (Clinical) |
|--------------------------------------|-------------|----------------------------------|--------------------------------|
| First Year - Total Hours 200 | | | |
| Technical Paper I | DMRT101 | 100 | 100 |
| Second Year - Total Hours 500 | | | |
| Technical Paper II | DMRT201 | 250 | 250 |

SCHEME OF EXAMINATION

| Course | Course Code | Assessment | | | |
|--------------------|-------------|------------|-----------|------------|------------|
| | | Hours | Internal | External | Total |
| First Year | | | | | |
| Technical Paper I | DMRT101 | 3 | 50 | 100 | 150 |
| Total | | | 50 | 100 | 150 |
| Second Year | | | | | |
| Technical Paper II | DMRT201 | 3 | 50 | 100 | 150 |
| Total | | | 50 | 100 | 150 |

FIRST YEAR DIPLOMA IN MEDICAL RECORD TECHNOLOGY**DMRT101****(60 HOURS)**

TECHNICAL PAPER – I (150 MARKS)

Unit – I Definition of Medical Records 20 Marks

Unit – II Importance of Medical Records.....20 Marks

Unit– III Uses of Medical Records20 Marks

Unit– IV Values of Medical Records 30 Marks

Unit– V Aims and objective of Medical Records20 Marks

Unit – VI Central Admitting Office 10 Marks

Unit – VII Medical Records Form 10 Marks

Unit – VIII Retention and Preservation of Medical Records.....10 Marks

Unit – IX Hospital Management information system 10 Marks

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SECOND YEAR DIPLOMA IN MEDICAL RECORD TECHNOLOGY

DMRT201

(60HOURS)

TECHNICAL PAPER – II (150 MARKS)

| | |
|--|----------|
| Unit – I Medical Terminology | 30 Marks |
| Unit – II Legal aspect of Medical Records | 15 Marks |
| Unit– III Hospital statistics | 30 Marks |
| Unit- IV Coding and Indexing | 10 Marks |
| Unit – V Daily census | 15 Marks |
| Unit – VI Assembling and deficiency check | 20 Marks |
| Unit – VII International classification of disease | 10 Marks |
| Unit- VIII Aptitude Test | 20 Marks |
| Unit-IX Professional ethics..... | 10 marks |

APTITUDE TEST (20 Marks)

a) Numerical and Figure work Test: (4 marks)

These tests are reflections of fluency with numbers and calculations. It shows How easily a person can think with numbers. The subject will be given a series of numbers. His /Her task is to see how the numbers go together to form a Relationship with each other. He /She has to choose a number which would go next in the series.

b) Verbal Analysis and Vocabulary Tests (6 marks)

These tests measure the degree of comfort and fluency with the English language. These tests will measure how a person will reason with words. The subject will be given questions with alternative answers that will reflect his /her command of the rule and use of English language.

c) Visual and Spatial/ 2-D Ability Tests (4 marks)

These tests are used to measure perceptual speed and acuity . The subject will be shown pictures where he/she is asked to identify the odd one out; or which comes next in the sequence or explores how easily he/she can see and turn around Objects in space

d) Abstract and Reasoning Test: (6 marks)

This test measures the ability to analyze information and solve problems on a complex, thought based level. It measures a person's ability to quickly identify patterns, logical rules and trends in new data, integrate this information, and

Apply it to solve problems

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CODE OF PROFESSIONAL CONDUCT

INTRODUCTION

The Code of Professional Conduct is designed and set out as guidance for the clinical practitioner within the relationship that exists with every patient receiving health care.

Essential to that relationship is the patient's trust in the practitioner. This trust hangs upon the patient's assurance of being the practitioner's first concern during their clinical encounter, and upon the patient's confidence that the care received will be competent, whether in diagnosis, therapy or counseling.

STANDARD OF PRACTICE AND CARE

Patients are entitled to the highest standard of practice and care. The essential elements of this are professional competence, good relationships with patients and colleagues and observance of professional ethical obligations.

In providing care you must therefore:

- Recognize the limits of your professional competence.
- Be willing to consult colleagues
- Keep clear, accurate and contemporaneous patient records which report the relevant findings.
- Keep colleagues informed.
- Pay due regard to the efficacy and the prudent use of resources
- Be competent, truthful, and accurate, when reporting on investigations.
- Be competent when giving or arranging treatment.

Patient's rights

- Listen to patients and respect their views.
- Treat patients politely and considerately.
- Respect patients' privacy and dignity.
- Give information to patients in a way they can understand.
- Respect the right of patients to be fully involved in decisions about their care.
- Respect the right of patients to refuse treatment or to take part in teaching or research, reporting the refusal to the person requesting the procedure.
- Respond to complaints promptly and constructively.
- Ensure that your views about a patient's life style, culture, beliefs, race, colour, sex, sexuality, age, social status, or perceived economic worth, do not prejudice the service you give.

CONFIDENTIALITY

Patients have a right to expect that you will not pass on any personal information which you learn in the course of your professional duties, unless they agree



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