



UNIVERSITY OF KERALA

POST GRADUATE DIPLOMA IN MEDICAL DOCUMENTATION

Regulation Scheme and Syllabus

w.e.f. 2015 admission

Objectives of the course:

- i) To equip the students to analyse, organise and make them capable to retrieve medical records in proper manner pin pointedly
- ii) To equip the students to develop efficient management of medical record systems in hospitals
- iii) To equip the students to manage and maintain effectively the medical information systems using modern IT tools.

Name of the Course: Post Graduate Diploma in Medical Documentations (PGDIMD)

Eligibility for Admission: A Post graduate degree of the University of Kerala or any Post graduate degree recognised by the University of Kerala.

Duration of the Course: One year

Total intake: 15

Requirement of attendance: 75% of attendance is the minimum requirement.

Scheme of Examination: Annual examination. Single valuation. The ratio between University examination and internal assessment shall be 80: 20

Classification of Results:

- Distinction: 75% marks and above
- First Class: 60% marks and above
- Second Class: 50% marks and above
- Third Class: 40% marks and above

Internal Assessment: 20 marks for each paper awarded based on three constituent components: Attendance, Seminar/Test paper and Assignment.

Attendance : 5 marks

75 % attendance	.	0 mark
80% attendance	:	1 mark
81- 85% attendance	:	2 marks
86-94% attendance	:	3 marks
95% attendance and above	:	5 marks
Seminar/Test paper	:	5 marks
Assignment	:	10 marks

SCHEME

Paper .No & Name of paper	Internal Assessment marks	Written examination	Total marks
Paper I Organisation and Management of Medical Information Systems	20	80	100
Paper II. Human system, Medical Terminology and, Coding Schemes	20	80	100
Paper III. Medical Information Sources	20	80	100
Paper IV. Medical Information services, Centres and Systems	20	80	100
Paper V Medical Records Science	20	80	100
Paper VI Public Relations and Extension Services	20	80	100
Paper VII Internship Report/Dissertation Viva-voce		75 25	100
Total	120	580	700

**Paper I ORGANISATION & MANAGEMENT OF
MEDICAL INFORMATION SYSTEMS**

- Unit.1 Medical Documentation- Genesis, Development and Scope. Health Information system- System Analysis and system design .
- Unit.2 Hospital Information System- Basic Management Cycles in hospitals. Types of Information Systems in hospitals- Medical Information Systems, Administrative Information Systems, Ancillary Technical Information Systems. Role of Health Information Managers(HIM) in planning and design of health Information System.
- Unit.3 Sources of health information data- Primary and Secondary
- Unit.4 Information Retrieval Systems(IRS)- Components of IRS ; Factors to be considered for information system planning ; Evaluation of IRS; Recall and Relevance; Factors affecting Recall and Relevance; Recall devices; Precision devices. Preparation of a model plan for the establishment of an IRS in a Medical Institution.

References

Francis,CM: Hospital administration.

Joshi, SK: Quality management in hospitals. New Delhi, Jaypee Brothers, 2009.

Kowalski, Gerald J and Maybury, Mark T: Information storage and retrieval systems: Theory and implementation. London, Lluwer Academic publishers, 200.

Lancaster, FW: Information retrieval systems: Characteristics, indexing and evaluation .New York, John Wiley, 1993.

Sauerborn, Rainer, et al, Ed: Design and implementation of health information systems. Geneva, WHO, 2000.

Van Rijisbergen, CJ: Information retrieval. London , Butterworths, 1979.

World Health Organisation: Mental health information systems. Geneva, WHO, 2005.

World Health Organisation: Assessing the national health information system: An assessment tool- version 4.00 Geneva, WHO, 2008.

Paper II. HUMAN SYSTEM, MEDICAL TERMINOLOGY AND CODING SCHEMES

- Unit.1 Anatomy and Physiology: Organisation of the human body; Tissues; Skin; The musculoskeletal system; The nervous system; Special senses; The circulatory system; The lymphatic system; The digestive system; The urinary system; The endocrine system; The reproductive system.
- Unit.2 Diseases of various human systems: Bones and joints; Muscles; tenderness; Facia and Ligaments; skin and Breasts; Circulatory system; Respiratory system; Genito- urinary system; Endocrine system; Nervous system; Gastro-intestinal system.
- Unit.3 Objectives of Medical terminology; Prefixes; suffixes- Diagnostic, operation, Symptomatic.; Roots
- Unit.4 Introduction to major internationally known coding and classification schemes like ICD and its Adaptations

References

- Bonita, R , et al: Basic epidemiology .Geneva, WHO, 1993
CMAI: Medical Records Science- Handbook of medical terminology.
Edna K Huffman, RRA:
Jehraned: Medical terminology made easy, 1968. Pears,
Evelyn: Anatomy, physiology and laboratory science

Paper III. MEDICAL INFORMATION SOURCES

- Unit 1 Classification of information sources:- Primary, Secondary and Tertiary sources. Non-documentary sources.
- Unit 2 Primary Sources in Medicine: Periodicals, Research monograph, Research reports, Theses and dissertations, Conference proceedings, Patents, Standards, Government Reports. Basic information access tools in Medical Science: Dictionaries, Encyclopedias, Biographical sources, Directories, Hand books, Statistical sources, Bibliographies , Indexing, Abstracting and Reviewing periodicals
- Unit 3 Digital information sources . Offline and on-line sources in Medicine. Internet sources. Open Access Resources.
- Unit 4 Automated Registries: Cancer Registry, AIDS Registry , D.M .Registry.

References

- Devarajan, G and Joseph Kurien Pulikuthiel: Information access tools, systems and services. New Delhi, ESS ESS, 2010.
- Katz, William. Introduction to reference work.VI- Basic information sources. New York, MaGraw-Hill, 2002.
- Krishan Kumar: Reference service. New Delhi, Vikas, 1980.

Paper IV. MEDICAL INFORMATION SERVICES, CENTRES AND SYSTEMS

- Unit.1 Medical Documentation. Need and purpose of documentation. Facets of documentation- Documentation work, Documentation Service, Reprographic service, Translation service.
- Unit.2 Current Awareness Services:. Types of Current Awareness services – Addition List, News paper clipping, Current contents page service, Library bulletin service, Routing of periodicals and Selective Dissemination of Information(SDI). Virtual reference service, Referral service
- Unit.3 Resource sharing. Role of Computer library Networks in resource sharing. .
- Unit.4 National and International centres and systems: ICMR, NISCAIR, IMA, NLM, MEDLINE, CANCER LIT, CANCER PROJ., ,TOXLINE. EPILEPSYLINE, POPLINE, AIDSLINE

References

- Devarajan, G and Joseph Kurien Pulikutheil: Information access, tools ,systems and services. New Delhi, ESS ESS, 2010.
- Guha, B: Documentation and information services: Techniques and systems. Calcutta, World Press , 1983.
- Mohammad Riaz: Modern techniques of documentation and information work. Delhi, Royal publications, 1992.
- World Health Organisation: Electronic recording and reporting for tuberculosis care and control. Geneva, WHO, 2012

Paper V MEDICAL RECORDS SCIENCE

- Unit.1 Definition and history of medical records; Values, purposes and uses of medical records; Contents and components of medical records.
- Unit.2 Need for a medical records department and its function; Responsibilities of medical records personal, hospital administrators, doctors, nurses and allied health professionals in relation to medical records.
- Unit.3 Numbering , filing sorting and retrieval of medical records; Indices and register; Preparation of birth and death reports; Analysis and medical records; Medico-legal aspects of medical records.
- Unit.4 Computerisation of medical records; Administration of medical records; Interdisciplinary relationship ; Nomenclature and classification of ICD; Health statistics; Health insurance.
- Unit 5 Medical Transcription
- Unit.6 Hospital automation – Application of computers in hospital automation. Need for computerisation. Areas of computerisation in medical records management. Hospital automation software packages.

References

- Cawkell,AE: World information technology manual. Amsterdam, Elsevir, 1991.
- Rohit Khurana: Encyclopedia of computer science.Vol.I New Delhi, APH Publishing House.
- Zorkoczy, Peter and Heap, Nicholas: Information technology: An introduction. London, Pitman, 1996.