

Question Paper

Exam Date & Time: 04-May-2022 (10:00 AM - 01:00 PM)



MANIPAL ACADEMY OF HIGHER EDUCATION

MASTERS IN HOSPITAL ADMINISTRATION DEGREE EXAMINATIONS - MAY 2022
SUBJECT: MHA 552 - ADMINISTRATION OF NON CLINICAL SERVICES AND HEALTH INFORMATION SYSTEM
BLOCK - V (REGULARS)

Answer all questions.
Illustrate with diagrams, and flowcharts wherever required.
Budget the time accordingly.

Marks: 60

Duration: 180 mins.

Long Essays:

- 1) Establish a medical record department for 400 bedded multispecialty hospital. Specify designing manpower, cost, layout, location process, and quality standards for the department. (15)

2. Short Essays:

- 2A) Write on communication & functional structure of central lab. (5)
2B) Enumerate the equipment required in setting up a HIS. (5)
2C) Describe 'Merits and Demerits' of the drug formulary. (5)
2D) Enlist the challenges posed by the inquiry and registration desk? (5)
2E) Discuss managerial issues on amalgamation procedure. (5)

- 3A) For a 3000 sq. feet area time required for dust mopping will be: (1)

[10 min](#)
[15 min](#)
[6 min](#)
[None of the above](#)

- 3B) Janitor's closet on every floor can be of size: (1)

[4.5 sq meter](#)
[2.5 sq meter](#)
[None of the above](#)
[3.5 sq meter](#)

- 3C) Housekeeping staff required for a 600 bedded hospital will be: (1)

80

75

70

65

3D) The height of the delivery dock or platform should be: (1)

1m - 1.2m

0.8m - 1m

1m - 1.5m

1.5m - 1.8m

3E) In India, types of laboratories that work: (1)

Reference Laboratories

Research Laboratories

Specific Disease Reference
Laboratories

All of the above

None of the above

3F) All are the requirements for a good linen room except: (1)

Minimizes overcrowding of the material

Have a strong clean floor that can withstand the dragging of baskets or
trolleys

Have walls and ceilings of an economical paint

Good ventilation through windows to prevent mildew forming

3G) Which is the function of indexing? (1)

It involves organizing and storing information such as the patient's demographic and treatment
information together in one place for easy retrieval later.

Unit-wise sorting of entire deficient records and sending them to respective units for completion
and collecting.

A process of assigning numbers to disease and procedural terms.

To find for deficiency and completeness of the medical record.

3H) All are the characteristics of a medical record except: (1)

Chronological

The principle "people forget but records remember"

Statement by trained observers of condition found & the result of examination and
treatment.

Should provide basic information.

3I) All are the component of the dietary counseling services except: (1)

Diet history and planning

Attending ward rounds and planning for a modified
diet

Organize dietary out-patient counseling and advice

Organizing development workshop

3J) All are the requirements to establish a laundry department except: (1)

The size of the hospital determines the space requirement of the laundry
dept.

The average floor area requirement per bed varies from 0.10 to 0.45 m².

The roof should be a bi-sloping variety with a height of about 20 feet.

- 4) Design functional organogram for linen and laundry department. (5)
- 5) Enlist the quality assurance steps for an in-house blood bank in a hospital. (5)

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