

MANIPAL UNIVERSITY

SIXTH SEMESTER B.Sc. H.I.A. DEGREE EXAMINATION – DECEMBER 2011

SUBJECT: APPLIED MEDICAL TRANSCRIPTION

Monday, December 12, 2011

Time: 10:00-13:00 Hrs.

Max. Marks: 80

✍ **All questions are compulsory.**

1. What do you know about the Medical Transcriptionist's Bill of Rights?
2. Write briefly on Quality Assurance in Medical Transcription.
3. Discuss the importance of full disclosure in Transcription Compensation.
4. Which situations call for Proofreading? What should a Medical Transcriptionist look for while proofreading?
5. What do you mean by Medical Transcription? Discuss the trend in Medical Transcription in India.
6. What are the objectives of Transcription?

(10×6 = 60 marks)

7. **Choose the best answer from the following:**

7A. Identification data contains information on

- i) Name of the patient
- ii) Medical record number
- iii) Date of operation

a) i) and ii) b) ii) and iii) c) Only iii) d) All the above

7B. Which of these statements are correct about inserting major headings in the transcribed report?

- i) Obvious headings may be inserted, even if not dictated
- ii) There should be no space between major headings
- iii) Use uppercase letters for all headings
- iv) Use short forms or abbreviations whenever possible.

a) i) and ii) b) ii) and iii) c) i) and iii) d) Only iv)

7C. This is not a part of an operative report

- i) Preoperative diagnosis
- ii) Postoperative diagnosis
- iii) Review of systems
- iv) Procedure in detail

a) Only iv) b) Only iii) c) Only ii) d) iii) and iv)

- 7D. What do you mean by the statement – medical transcription is not just typing/writing whatever the physician dictates?
- It involves producing error-free reports
 - It is about giving out meaningful reports
 - It is about giving quality output.
- a) i) and ii) b) ii) and iii) c) All the above d) Only i)
- 7E. These are the skills you would generally need to become a successful Medical Transcriptionist.
- Excellent auditory skills
 - Versatility in the use of transcription and computers
 - Optional knowledge of English grammar and punctuation
 - Highly developed analytical skills
- a) i), ii) and iv) b) ii), iii) and iv) c) Only i) and ii) d) Only i)
- 7F. From a MT's point of view, which is more important, but not enough?
- Accuracy and authenticity of the report
 - Quantity of reports produced
 - Quality of work done
- a) iii) b) ii) and iii) c) i) d) All the above
- 7G. While proofreading, you must look for
- Accuracy of content, consistency of format, punctuation and capitalization
 - Omission of words, English usage and word choice
 - Typographical error
- a) Only i) b) i) and ii) c) Only iii) d) All the above
- 7H. What should be the method for inserting signature block
- Signature block should be right-aligned
 - Leave four line spaces after the final line of the report
 - Use dictator's full name
- a) i) and ii) b) ii) and iii) c) Only ii) d) All the above
- 7I. Which are the basic four reports
- History and physical examination
 - Operative
 - Chart notes
 - Discharge summary
 - Consultations
- a) i), ii), iii), iv) b) ii), iii), iv), v) c) i), ii), iv), v) d) i), ii), iii), v)

- 7J. What would you normally find under the heading History of Present illness?
- Description of the patient
 - Nature and time of onset of the symptoms
 - When the first symptoms occurred
 - Reason for which the patient is seeking medical attention
- a) Only i) b) i), ii), iii) c) iii), iv) d) Only iv)
- 7K. Choose the statement/s about the job of MT which is most inappropriate
- It allows for professional and geographic mobility
 - It allows for relaxation and requires no constant upgradation
 - It has no age restrictions.
- a) Statement i) and ii) b) Statements i) and iii)
c) Statement ii) d) Statement iii)
- 7L. These are not the objectives of transcription
- Giving quantity whatever be the cost
 - Maintaining good rapport with fellow workers
 - Maintaining accuracy and authenticity
 - Maintaining confidentiality
- a) i) and ii) b) Only iii) c) iii) and iv) d) Only iv)
- 7M. To ensure confidentiality, a MT should
- Close patient files before leaving the computer terminal.
 - Not discuss any information with friends and relatives.
 - Revel information relating to patient only to those authorized.
- a) i) and ii) b) Only ii) c) All the above d) Only i)
- 7N. What are S1, S2, S3, S4
- Electrocardiographic deflections
 - Heart sounds
 - Pacemaker codes
- a) i) and ii) b) Only i) c) Only ii) d) Only-iii)
- 7O. Reasons for the patient's visit or the chief complaints forms the ___ part of a SOAP report
- Subjective
 - Objective
 - Assessment
 - Plan
- a) i) and ii) b) iii) and iv) c) Only iii) d) Only i)
- (1×15 = 15 marks)
8. Write a short note on practicum.
- (5 marks)

