

MANIPAL UNIVERSITY

SIXTH SEMESTER B.Sc. H.I.A. DEGREE EXAMINATION – MAY 2012

SUBJECT: APPLIED MEDICAL TRANSCRIPTION

Tuesday, May 29, 2012

Time: 10:00-13:00 Hrs.

Max. Marks: 80

☞ All questions are compulsory.

1. What do you mean by Transcription Ergonomics? Write a note on how to decide on the ergonomics while setting up a Medical Transcription unit. (10 marks)
2. Who is a Medical Transcription Supervisor? What qualification should he have to qualify for the same? (10 marks)
3. Define Medical Transcription. Write a note on the Present and Future of Medical Transcription Industry. (10 marks)
4. Choose the best answers:
 - 4A. 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)
 - 4B. What do you mean by the statement – Medical transcription is not just typing/writing whatever the physician dictates?

i) It involves producing error-free reports	ii) It is about giving out meaningful reports
iii) It is about giving quality output	

a) i) and ii) b) ii) and iii) c) All the above d) Only i)
 - 4C. These are the skills you would generally need to become a successful Medical Transcriptionist.

i) Excellent auditory skills	ii) Versatility in the use of transcription and computers
iii) Optional knowledge of English grammar and punctuation	iv) Highly developed analytical skills

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

- 4D. 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
- 4E. While proofreading, you must look for
- Accuracy of content, consistency of format, punctuation, and capitalization.
 - Omission of words, English usage, and word choice.
 - Typographical errors.
- a) Only i) b) i) and ii) c) Only iii) d) All the above
- 4F. 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
- 4G. 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)
- 4H. 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)
- 4I. 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) & ii) b) Statement i) & iii)
 c) Statement ii) d) Statement iii)

- 4J. These are not the objectives of transcription
- i) Giving quantity whatever be the cost
 - ii) Maintaining good rapport with fellow workers
 - iii) Maintaining accuracy and authenticity
 - iv) Maintaining confidentiality

- a) i) and ii) b) Only iii) c) iii) and iv) d) Only iv)
(2×10 = 20 marks)

5. **Write short notes on the following:**

- 5A. Flagging of report
- 5B. Steps of transcription
- 5C. Transcriber
- 5D. Healthy habits to prevent injuries

(5×4 = 20 marks)

6. Proofread the following partial report and look for errors in form, meaning, capitalization, word choice, punctuation, and spelling. Rewrite the report with errors corrected.

This is a nown severe asthmatic patient who has been admitted on numerous occasions. She developed her asthma approximately 2 years ago. She was well up until a weak prior to admission when she developed a cold which cause her to be a short of breath and conjested. The conjestion continued and she gave herself some infections of Adrenalin.

Physical examination at the time of admission revealed a lady in moderate distress there were wheezes, rails and ronchi throughout all lung fields. Their were some substernal and intracostal retractions. The throat was somewhat inflammed. The rest of the examination at the time of admission was entirely within normal limits.

(10 marks)

