



Indian Medical Association

IMA House, I. P. Marg

New Delhi – 110 002

ELIGIBILITY

- 1) For Diploma in Medical Record Technology, the minimum eligibility criteria is 10+2 from any board with 50% marks in aggregate in any stream.
- 2) The candidate seeking admission in to Diploma courses should have attained 17 years of age as on 31ST December of the year of admission but not more than 25 years at the time of admission. Age relaxation of 5 years for SC/ST candidates and 3 years for OBC candidates is admissible.

DURATION OF THE COURSE

The duration of the DMRT Courses shall be Two Years.

MEDIUM OF INSTRUCTION

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

ATTENDANCE

A candidate is required to attend at least 75 percent of total classes conducted in year in all subjects prescribed for the year, separately, in theory and practical/clinical postings to become eligible to appear for the Institute examination. The Principals should notify at their college the attendance details at the end of each term without fail, under intimation to the Institute.

SCHEDULE OF EXAMINATION

There will be two examination in a year, I) July and ii) November. Examination to be conducted as per notification issued by the Institute from time to time.

The paper should cover the course contents and should not be out of the course prescribed in the syllabus.

Question papers should be sent to the Chief Co-ordinator, Paramedical Courses, Indian Medical Association, IMA House, Indraprastha Marg, New Delhi-110 002 in a sealed cover, marked confidential.

TUTION FEE including Admission Fee (Excluding Enrolment & Examination Fee) is Rs. 30,000/- per year. Rs. 2000/- Registration Fee and Rs. 3000/- Examination Fee per candidate.

CRITERIA FOR PASSING

A candidate is declared passed in an examination in a subject, if he/she secures 40% of marks in theory and 40% in practical separately, will be placed in division as under :

- i) 75% Distinction
- ii) 60-74.9% Ist Division
- iii) 50- 59.9 % 2nd Division
- iv) 40-49.9 % Pass

SUPPLEMENTARY EXAM : Candidate failing may take up supplementary examination to be held after 6 months.

INTERNSHIP

Six (06) months Internship Training Programme included.

GOVERNING BODY

This will be the monitoring and governing body to run the course and to look after its different facets so that the course run by it is lucrative and useful in producing trained medical personnel's who are useful to the laboratories and who may earn livelihood by getting employment in prestigious laboratories.

Board will consist of :

1. Chief Coordinator of Medical Record Technology - 1
2. Coordinators – 4

IMA President and Hony. Secretary General or their nominee will be permanent participant having voting power. Tenure of board should be two years.

Syllabus of Medical Record Technology

Paper – I

1.General Basic Science

- i. Skeletal System
- ii. Integumentary System
- iii. Respiratory System
- iv. Gastro Intestinal System
- v. Endocrine System
- vi. Gentro Urinary System
- vii. Nervous System
- viii. Special Senses
- ix. Circulatory and Lymphatic System
- x. Radiology Service

2. Medical Terminology

- I. Definition, objectives, values of medical terminology
- II. Pronunciation of medical terms
- III. Sciences devoted to the study of the body

- IV. Medical specialties
 - i. Paediatrics
 - ii. Gynaecology
 - iii. Obstetrics
 - iv. Surgery
 - v. Otology
 - vi. Laryngology
 - vii. Ophthalmology
 - viii. Radiology
 - ix. Urology
 - x. Cardiology
 - xi. Endocrinology
 - xii. Derratology
 - xiii. Internal Medicine
 - xiv. Physical Medicine or Physiatry
 - xv. Physiatry
 - xvi. Geriatrics Gerontology
 - xvii. Nuclear or Atomic Medicine

- V. Colours and numbers
- VI. Prefixes
- VII. Suffixes

PAPER - II

1. Medical Record Science

- I. Medical Record History, Introduction and Definition
- II. Medical Record its values, purposes and uses
- III. Medical Record contents and components
- IV. Indexes and registers
- V. Medical Record department and its function
- VI. Numbering and filing of medical records
- VII. Birth and Death registration
- VIII. Analysis of medical record and preparation of deficiency check list
- IX. Computer – Scanning of medical records
- X. Electronic Medical Record
- XI. Medical ethics and legal aspects of medical record
- XII. Legal aspects of hospital, patient and doctors
- XIII. Medical Legal cases
- XIV. Medical Record & Law
- XV. Correction in record
- XVI. Health insurance and medical records
- XVII. Administration of a medical record department

2. General Administration

- i. Principal of Management
- ii. Leadership
- iii. Human Behaviour
- iv. Functions of the various department and interdepartmental relations
- v. Hospital organization
- vi. Medical Record and Quality Assurance Programme

PAPER – III

1. Coding of Diseases and Procedures

- i. Introduction to international classification of disease – 10
- ii. International statistical classification of diseases and related health problems
- iii. International classification of procedures I medicines
- iv. Morphology of Neoplasms

2. General Hospital Statistics

- i. Hospital Statistics
- ii. Hospital Definitions
- iii. Bio statistics

3. Computer Applications

- I. Computers in Hospitals
 - i. Data Processing and Medical Records
