

**Syllabus**  
**For**  
**B.Sc.**  
**in Health Information Administration**  
**(B.Sc.-HIA)**  
**Academic Programme**

**Duration :**  
**3 years & 6 months internship**

**DURATION OF COURSE :**

- B.Sc. in Health Information Administration course will be a full time course
- Duration will be three years followed by compulsory 6 months rotatory internship.
- This course shall be divided into three professional examinations namely B.Sc. in Health Information Administration (B.Sc.-HIA) Part-I at the end of first academic year, B.Sc.-HIA Part-II at the end of second academic year and B.Sc.-HIA Part-III at the end of third academic year.

**EXAMINATION :**

- There shall be an annual university examination at the end of each academic year in the form of theory papers and practical examinations. The candidate shall be required to appear in every subject as specified in the course structure for each year.

**Duration of Examination :**

- Each theory paper shall be of three hours duration.

**SCHEME OF EXAMINATION :****B.Sc. in Health Information Administration Part-I (First Year) University Examination**

S. No.	Subjects	Subject code	THEORY MARKS				PRACTICAL MARKS				Total marks
			Theory Paper	Internal Assessment	Total	Minimum marks	Practical	Internal Assessment	Total	Minimum Marks	
1	Fundamentals of Anatomy & Physiology	HIA-101	80	20	100	50	80	20	100	50	200
2	Fundamentals of Clinical Biochemistry	HIA-102	80	20	100	50	80	20	100	50	200
3	General Pathology & General Microbiology	HIA-103	80	20	100	50	80	20	100	50	200
4	Medical Terminology & Medical Jurisprudence	HIA-104	80	20	100	50					100
<b>Grand Total</b>											<b>700</b>

**B.Sc. in Health Information Administration Part-II (Second Year) University Examination**

S. No.	Subjects	Subject code	THEORY MARKS				Total	Minimum marks
			Theory Paper	Internal Assessment	Total	Minimum marks		
1	Biostatistics & Accounting	HIA-201	80	20	100	50		
2	Hospital Organization, Health Planning & Management	HIA-202	80	20	100	50		
3	Medical Record Science	HIA-203	80	20	100	50		
<b>Grand Total</b>							<b>300</b>	

**B.Sc. in Health Information Administration Part-III (Third Year) University Examination**

S. No.	Subjects	Subject code	THEORY MARKS				PRACTICAL MARKS				Total marks
			Theory Paper	Internal Assessment	Total	Minimum marks	Practical	Internal Assessment	Total	Minimum Marks	
1	Hospital Administration & Health Care of the Community	HIA-301	80	20	100	50	80	20	100	50	200
2	Managing Medical Record & Epidemiology	HIA-302	80	20	100	50	80				100
3	Medical Transaction & Analysis of health	HIA-303	80	20	100	50	80				100

	<b>Information</b>										
<b>4</b>	<b>Project work</b>										<b>100</b>
										<b>Grand Total</b>	<b>500</b>

### INTERNAL ASSESSMENT

- It will be for theory and practical both.
- It will be done through the whole year.
- Candidate must obtain at least 35% marks in theory and practicals separately in internal assessment to be eligible for the annual university examination.
- Internal assessment (Theory) will be done as follows :
  - a) Mid-term and term examinations = 10 marks
  - b) Assignments/Projects/Class test/Clinical Presentations = 05 marks
  - c) Attendance = 05 marks

**Total = 20 marks**

Internal assessment (Practical) will be done as follows :

- a) Laboratory manual = 10 marks
  - b) Day to day performance = 05 marks
  - c) Attendance = 05 marks
- Total = 20 marks**

Internal assessment assessments for the subject without practicals

- a) Mid-term and term examinations = 10 marks
  - b) Assignments/Projects/Class test/Clinical Presentations = 05 marks
  - c) Attendance = 05 marks
- Total = 20 marks**

### CRITERIA FOR PASSING

- A candidate is declared to have passed University examination in a subject, if he/she secures 50% of the marks in theory and 50% in practicals separately. For computation of 50% marks in theory, the marks scored in the internal assessment (theory) shall be added to the University conducted written examination and for passing in practical the marks scored in University conducted practical examination and internal assessment (practical) shall be added together.

### GRACE MARKS:

- If a candidate fails in one subject (theory only) in the annual University examination, five grace marks will be given to the candidate by the University before the declaration of result.
- Candidate failing in practical examination will be considered as failed.

### SUPPLEMENTARY EXAMINATION:

- a) A candidate failing in a subject but securing at least 30% aggregate marks will be required to appear in the university examination after 3 months in that subject/ subjects while attending classes of next year. Those who secure less than 30% aggregate marks will be required to appear in all the subjects.
- b) If the candidate fails in supplementary examination his/her session will be shifted by one year. The candidate will have take admission in the previous year and pay the tuition fee for the academic year. He/she will have to appear in all the subjects in the examination.
- c) Supplementary examination will be held not earlier than 3 months and later than 6 months from the date of annual University examination.

### DIVISION:

Candidate will be awarded division at the end of 3rd academic year as follows:

- Distinction - 75% and above marks in any subject.
- First division - 60% and above in the aggregate of marks of all subjects.
- Second division- 50% or more but less than 60% in the aggregate of marks of all subjects.

### INTERNSHIP

A candidate will have to undergo internship for a period of six calendar months in a medical college/ 100 bedded hospital, which fulfills the norms decided by the University.

### DEGREE:

The degree of B.Sc. in Health Information Administration (B.Sc.-HIA) course of the University shall be conferred on the candidates who have pursued the prescribed course of study for not less than three academic years and have passed examinations as prescribed under the relevant scheme and completed 6 months of compulsory rotatory internship.

### COURSE OF STUDY

#### B.Sc. in Health Information Administration Part-I (First Year)

Sl.	Subjects	Teaching hours		
		Theory	Practicals	Total
1	Fundamentals of anatomy & Physiology	100	100	200
2	Fundamentals of Clinical Biochemistry	100	80	180
3	General Pathology & General Microbiology	100	100	200
4	Medical Terminology & Medical Jurisprudence	120	-	120
5*	Computer	30	30	60
6*	English	40	-	40

\*Not included for university examination.

#### B.Sc. in Health Information Administration Part-II (Second Year)

Sl.	Subjects	Teaching hours		
		Theory	Practicals	Total
1	Biostatistics & Accounting	100	-	100
2	Hospital Organization, Health Planning & Management	100	-	100
3	Medical Record Science	120	-	120

#### B.Sc. in Health Information Administration Part-III (Third Year)

Sl.	Subjects	Teaching hours		
		Theory	Practicals	Total
1	Hospital Administration & Health Care of the Community	120	100*	220
2	Managing Medical Record & Epidemiology	100	-	100
3	Medical Transaction & Analysis of health Information	100	-	100
4.	Project work			

\* Management observation postings in various departments and service sections of reputed health care institutions.

## **FIELD VISITS**

The student of II & III year shall undertake periodic field visits to Medical College/100 bedded hospitals, reputed nursing home and other related facilities to familiarize themselves with various hospital departments, laboratories & other ancillary services.

## **INTERNSHIP**

There shall be six months of Internship after the final year examination for candidates declared to have passed the examination in all the subjects.

During the internship candidate shall have to work full time average 7 hours per day (each working day) for 6 Calendar months.

Each candidate is allowed maximum of 6 holidays during entire Internship Program and in case of any exigencies during which the candidate remains absent for a period more than 6 days, he/she will have to work for the extra days during which the candidate has remained absent.

The Internship should be rotatory in various departments of hospitals /medical institute. Based on the attendance and work done during posting the Director/Principal/ head of institution/department shall issue '**Certificate of Satisfactory completion**' of training following which the University shall award the Bachelor of Health Information Administration Degree or declare the candidate eligible for the same.

**No candidate shall be awarded degree without successfully completing six months internship.**

Institute's Director / Principal can at his discretion grant NOC to the students to do the Internship at the place of his choice provided the concerned Hospital/Medical Institute fully satisfies the criteria decided by the University.

## **B.Sc. in Health Information Administration (B.Sc.-HIA) First Year**

### **FUNDAMENTALS OF ANATOMY & PHYSIOLOGY**

**Subject Code : HIA-101**

**Min. Hrs - Theory : 100 Hrs. & Practical : 100 Hrs.**

#### **THEORY**

##### **ANATOMY :**

###### **1. General Anatomy**

- a) Cell - structure & function
- b) Tissue
  - Epithelium
  - Connective
  - Sclerous
  - Muscular
  - Nervous
- c) Lymphatic System

###### **2. Systemic**

Basic Features of :

- a) Cardiovascular system
- b) Respiratory system
- c) Digestive system
- d) Excretory system
- e) Genital (Male & Female) system
- f) Nervous system

##### **PHYSIOLOGY**

###### **1. Cell**

###### **2. Blood**

- a) Blood cells
- b) Haemoglobin
- c) Blood groups
- d) Coagulation Factors
- e) Anaemia & Immunoglobulins

###### **3. Cardiovascular system**

Heart rate, cardiac cycle, cardiac output, blood pressure, hypertension, radial pulse

###### **4. Respiratory System**

- a) Ventilation
- b) Functions
- c) Lungs Volumes and capacities

###### **5. Gastrointestinal System**

Process of digestion in various parts

###### **6. Endocrinology**

- a) List of Endocrine Glands
- b) Hormones : Their secretion and functions (in brief)

###### **7. Excretion system**

- a) Structure of nephron
- b) Urine formation

###### **8. Central Nervous System**

- a) Parts
- b) Sliding Filament Theory
- c) Neuro Muscular Junction
- d) Wallerian Degeneration
- e) Motor Nervous system
  - Upper motor neuron system
  - Lower motor neuron system
- f) Sensory nervous system
- g) Sympathetic Nervous system
- h) Parasympathetic nervous system

###### **9. Skin - Function & Structure**

###### **10. Muscular System**

Classification of muscles & their

functions

## 11. Special Senses - Eye & ear (in brief)

### PRACTICAL

#### ANATOMY

1. Identification and description of all anatomical structures.
2. The learning of Anatomy by demonstration only through dissected parts, slides, models, charts etc.
3. Demonstration of dissected parts (upper extremity, lower extremity, thoracic & abdominal viscera, face and brain).
4. Demonstration of skeleton-articulated and disarticulated.

#### PHYSIOLOGY

1. Measurement of pulse, blood pressure.
2. Elicitation of Reflexes & jerks.
3. Identification of blood cells by study of peripheral blood smear.

## FUNDAMENTALS OF CLINICAL BIOCHEMISTRY

Subject Code : HIA-103

Min. Hrs - Theory : 100 Hrs. & Practical : 80 Hrs.

### THEORY

1. **Basics of energy metabolism, nutrition & dietetics -**  
Unit of measuring energy, calorific value of food, BMR & factors affecting it, SDA of food, calculation of energy requirement, balanced diet, nutrition in health & diseases (Protein energy malnutrition).
2. **Chemistry of carbohydrates & their related metabolism -**  
Introduction, definition, classification, biomedical importance  
Brief outline of metabolism :  
Glycogenesis & glycogenolysis (in brief), Glycolysis, citric acid cycle & its significance, HMP shunt & Gluconeogenesis (in brief), regulation of blood glucose level.
3. **Amino acids -** Definition, classification, essential & non essential amino acids.
4. **Chemistry of Proteins & their related metabolism -**  
Introduction, definition, classification, biomedical importance  
Metabolism :  
Transformation, Decarboxylation, Ammonia formation & transport, Urea cycle.
5. **Chemistry of Lipids & their related metabolism -**  
Introduction, definition, classification, biomedical importance, essential fatty acids.  
Brief outline of metabolism :  
Beta oxidation of fatty acids, Ketosis, Cholesterol & its clinical significance, Lipoproteins in the blood composition & their functions in brief, Atherosclerosis.
6. **Enzymes -**  
Introduction, definition, classification, coenzymes, isoenzymes, properties, factors affecting enzyme action, enzyme inhibition, diagnostic value of serum enzymes - Creatinine kinase, Alkaline phosphatase, Acid phosphatase, LDH, SGOT, SGPT, Amylase, Lipase, Carbonic anhydrase etc.
7. **Acid base balance concepts & disorders -** pH, Buffers, Acidosis, Alkalosis
8. **Hormones -**  
Classification, general mode of action, hormones of Pituitary, Thyroid, Parathyroid, Adrenals, Reproductive Glands, Pancreas, hormonal disorders, counter regulatory hormones.
9. **Vitamins -**

Water & fat soluble vitamins, sources, requirement, deficiency disorders & biochemical functions.

**10. Water metabolism-**

Distribution of fluids in the body, ECF, ICF, Water metabolism, dehydration.

**11. Hyperglycemia & hypoglycemia -**

Diabetes mellitus - definition, types, features, gestation diabetes mellitus , glucose tolerance test, glycosurias,

Hypoglycemia & its causes

**12. Liver functions and their assessment -**

Based on -

a) Carbohydrate metabolism

b) Protein metabolism

c) Lipid Metabolism

d) Measurements of serum enzyme levels

e) Bile pigment metabolism : Jaundice - its types and their biochemical findings.

**13. Renal functions tests -**

Various tests, GFR & clearance.

**14. Tumor markers & their clinical applications -**

Including oncofetal antigens, CEA etc.

**15. General concepts & functions of immunoglobulins**

**PRACTICAL**

1. Identification of Carbohydrates (Qualitative Tests)
2. Identification of Proteins (Qualitative Tests)
3. To study general properties of the enzyme Urease & Achromatic time of Salivary Amylase.
4. Estimation of glucose in urine by Benedict's methods.
5. Urine analysis - normal & abnormal constituents of urine.
6. Blood glucose estimation.

**GENERAL PATHOLOGY & GENERAL MICROBIOLOGY**

**Subject Code : HIA-103**

**Min. Hrs - Theory : 100 Hrs. & Practical : 100 Hrs.**

**THEORY**

**GENERAL PATHOLOGY**

**1. Cell Injury and Cellular Adaptations.**

a) Normal Cell

b) Cell Injury- types of cell injury, etiology of cell injury, morphology of cell injury, cellular swelling (in brief)

c) Cell death : types- autolysis, necrosis, apoptosis & gangrene (in brief)

d) Cellular adaptations-atrophy, hypertrophy, hyperplasia & dysplasia (in brief)

**2. Inflammation**

a) Acute inflammation - vascular event, cellular event, inflammatory cells(in brief)

b) Chronic Inflammation - general features, granulomatous inflammation, tuberculoma (in brief)

**3. Haemodynamic Disorders :**

Oedema, hyperemia, congestion, haemorrhage, circulatory disturbances, thrombosis, ischaemia & infarction (in brief)

**4. Neoplasia :**



Definition, how does it differ from hyperplasia, difference between benign tumor and malignant tumor (in brief)

### **5. Healing**

Definition, different phases of healing, factors influencing wound healing. (in brief)

## **GENERAL MICROBIOLOGY**

1. General characters and classification of Bacteria.

### **2. Sterilization and Disinfection.**

- Physical agents- Sunlight, Temperature less than 100<sup>0</sup>C, Temperature at 100<sup>0</sup>C, steam at atmospheric pressure and steam under pressure, irradiation, filtration.
- Chemical Agents- Alcohol, Aldehyde, Dyes, Halogens, Phenols, Ethylene oxide.

### **3. Staining Methods**

- Simple, Grams staining, Ziehl-Neelsen staining or AFB staining, Negative, Impregnation

### **4. Collection and Transportation of Specimens**

- General Principles, Containers, Rejection
- Samples - Urine, Faeces, Sputum, Pus, Body fluids, Swab, Blood

### **5. Disposal of Laboratory/Hospital Waste**

Non-infections waste, infected sharp waste disposal, infected non-sharp waste disposal.

### **6. Parasitology**

Parasitism, host & vectors etc., classification of parasites, diseases caused by various parasites (in very brief)

### **7. Mycology**

Morphology & structure of fungi (in brief), classification of fungi, lab diagnosis of fungal infections, opportunistic fungal infection

### **8. Virology**

General characters of viruses, classification of viruses, lab diagnosis of viral infections (in brief).

9. Nosocomial Infections (in brief)

## **PRACTICAL**

### **GENERAL PATHOLOGY**

1. Components & Setting of the Compound Microscope.
2. Focusing of object.
3. Use of low & high power objectives of microscope.
4. Use of oil immersion lens.
5. Care and maintenance of the Microscope.

### **GENERAL MICROBIOLOGY**

1. Preparation of swabs/sterile tubes & bottles.
2. Preparation of smear.
3. Staining.: Gram & Ziehl -Neelsen staining.
4. Identification of Culture Media.
5. Identification of Instruments.
6. Identification of common microbes.
7. Culture media used for fungus.

## **MEDICAL TERMINOLOGY & MEDICAL JURISPRUDENCE**

**Subject Code : HIA-104**

**Min. Hrs - Theory : 120 Hrs.**

### **MEDICAL TERMINOLOGY**

1. Objective
2. Basic
3. Elements of Medical Terms - Root, Prefixes, Suffixes, Colours, Numeral, Symbols, Abbreviation .
4. Terms pertaining to Body as a whole.
5. Terms relate to investigations and operation, treatment of conditions, disorders of -
  - a) Skin and Breast (integumentary system)
  - b) Musculoskeletal .
  - c) Neurological and psychiatric disorder.
  - d) Cardio- vascular
  - e) Blood and blood forming organs
  - f) Respiratory
  - g) Digestive
  - h) Uro-genital
  - i) Gynecological
  - j) Maternal, Antenatal and Neonatal conditions.
  - k) Endocrine and Metabolic.
  - l) Sense organs - Vision & Hearing
  - m) Systemic: Infections, diseases , Immunological diseases, diseases of the connective tissue.
  - n) Geriatrics and Psycho geriatrics.
6. Supplementary terms : Selected terms relating:
  - a) Oncology
  - b) Anesthesiology
  - c) Physical Medicine and Rehabilitation
  - d) Nuclear medicine.
  - e) Plastic surgery of burns and maxillofacial surgery
  - f) Radio- Diagnosis
  - g) Radiotherapy

### **MEDICAL JURISPRUDENCE**

1. Introduction.
2. Legal procedure, Medical law and ethics.
3. Medicolegal autopsy (in brief).
4. Postmortem changes.
5. External causes of injuries and medico legal aspects (case study).

### **COMPUTER & ENGLISH**

**(Not for university Examination)**

**Computer (Min. Hrs - Theory : 30 Practical : 30)**

1. Basics of computer
2. Hardware and software
2. Input and output devices
3. Operating system – DOS, etc
4. Internet-

Email, social networking, application in medicine, browsing journals and article using internet

**English (Min. Hrs - Theory : 40 Hrs. )**

1. Introduction:  
Study techniques, Organisation of effective note taking and logical processes of analysis and synthesis, the use of the dictionary, enlargement of vocabulary & effective diction.
2. Applied Grammar:  
Correct usage, the structure of sentences, the structure of paragraphs.
3. Written Composition:  
Precise writing and summarising, writing of bibliography, enlargement of vocabulary.
4. Reading and comprehension  
Review of selected materials and express oneself in one's words, enlargement of vocabulary.
5. The study of various forms of composition paragraph, essay, letter, summary, practice in writing.
6. Verbal communication:  
Discussions and summarization, debates, oral reports, use in teaching.

**B.Sc. in Health Information Administration (B.Sc.-HIA) Second Year**

**BIostatistics & Accountancy**

**Subject Code : HIA-201**

**Min. Hrs - Theory : 100 Hrs.**

**BIostatistics**

1. **Introduction:** Meaning, definition, characteristics of statistics. Importance of the study of statistics, Branches of statistics, Statistics and health science, Parameters and Estimates, Variables and their types, Measurement scales.
2. **Tabulation of Data:** Basic principles of graphical representation, Types of diagrams – histograms, frequency polygons, smooth frequency polygon, cumulative frequency curve, Normal probability curve.
3. **Measures of Central Tendency:** Need for measures of central Tendency, Definition and calculation of **Mean** – ungrouped and grouped, interpretation and calculation of Median-ungrouped and grouped, Meaning and calculation of Mode, Geometric mean & Harmonic mean, Guidelines for the use of various measures of central tendency.
4. **Measures of Dispersion :** Range, mean deviation, standard deviation & variance.
5. **Probability and Standard Distributions:** Meaning of probability of standard distribution, the binomial distribution, the normal distribution, Divergence from normality – skewness, kurtosis.
6. **Correlation & regression :** Significance, correlation coefficient, linear regression & regression equation.
7. **Testing of Hypotheses , Level of significance, Degrees of freedom.**
8. **Chi-square test, test of Goodness of fit & student t-test.**
9. **Analysis of variance & covariance:** Analysis of variance (ANOVA), what is ANOVA? Basic principle of ANOVA, ANOVA technique, Analysis of Co variance (ANACOVA)
10. **Sampling:** Definition, Types- simple, random, stratified, cluster and double sampling. Need for sampling - Criteria for good samples, Application of sampling in community, Procedures of sampling and sampling designs errors.
11. **Time series analysis, Method of determining trend, Utility of time series.**

## **ACCOUNTANCY**

1. Fundamentals-Financial accounting overview, Accounting postulates, Concept and principles.
2. Accounting records and system- Accounting equation and Transactional analysis, Journal entries, Cash books and subsidiary books, Ledger posting, Trial Balance.
3. Bank reconciliation Statement, Rectification of errors, Preparations of financial statement, Trading & P/L accounts, Balance sheet.
4. Financial statement analysis- Statement of change in the financial position, cash flow statement, financial statement analysis, ratio analysis.
5. Nature of financial Management - Role of Finance Manager, Tools and techniques of Financial Management.

## **HOSPITAL ORGANIZATION, HEALTH PLANNING & MANAGEMENT**

**Subject Code : HIA-202**

**Min. Hrs - Theory : 100 Hrs.**

### **HOSPITAL ORGANIZATION**

#### **1. General Introduction to Hospitals**

- a) History and Evolution of Hospitals
- b) New Trends in Hospitals

#### **2. Definition of Hospital**

- a) Objectives of Hospital
- b) Parameters of Good Medical Care/Patterns of Patient Care.
- c) Functions of Hospital

#### **3. Role of a Hospital in Health Delivery Systems**

#### **4. Classification of Hospitals**

#### **5. Hospitals Organization and its analysis**

- a) Chart of organization
- b) Board and committees
- c) Duties and responsibilities thereof

#### **6. Departmental Administration**

- a) Delegation
- b) Decentralization

#### **7. Patient Care Appraisal (PCA)**

- a) History of medical audit
- b) Tools and techniques
- c) Various Phases of medical audit

#### **8. Introduction to various departments of Hospital**

- a) Clinical departments
- b) Diagnostic and therapeutic services (including clinical laboratories, radiology, physical medicine and rehabilitation and pharmacy services).
- c) Nursing department
- d) Dietary department
- e) Outpatient department
- f) Accident and emergency services department
- g) Medical social service department
- h) General and medical stores
- i) Blood bank
- j) Medical library services

**9. Service Unit:** Laundry, housekeeping

**10. Miscellaneous Service :** Engineering, mortuary and transport services.

## **HEALTH PLANNING & MANAGEMENT**

1. Planning - Introduction, objectives, targets & goals, planning cycle (in brief)
2. Management - Introduction, methods & techniques (in brief)
3. National Health Policy .
4. Health planning in India - Five year plans & eleventh five year plan.

## **MEDICAL RECORD SCIENCE**

**Subject Code : HIA-203**

**Min. Hrs - Theory : 120 Hrs.**

1. Introduction to Medical Record Science.
2. Medical Records - Definitions, Hospital Terms , Specialty classifications .
3. Development, Analysis and Uses of Medical Records
  - (i) Development of Medical Record Forms, basic and special
  - (ii) Order of Arrangements
    - (a) Ward
    - (b) Medical Record Department
    - (c) Source oriented medical record
    - (d) Problem oriented medical record
    - (e) Integrated Medical Record
  - (iii) Analysis of Medical record - Quantitative & Qualitative
  - (iv) Uses of Medical Records -
    - (a) As a personal document
    - (b) As impersonal document
4. Values of the Medical Record
5. Responsibility for the Medical Record
  - a. Governing Body
  - b. Administrator
  - c. Medical Staff
  - d. Nursing Staff
  - e. Medical record Officer
  - f. Medical Record Committee
  - g. Medical care review committee
6. Functions of medical record department : Importance & Function
  - a) Organization of admitting services
  - b) In patient services
  - c) Out patient services
  - d) Accident and emergency services
7. Numbering, filling, retention of medical records
  - a) Numbering System
  - b) Filling System - Physical facilities, Storage methods & Record Control
  - c) Retention and destruction of medical records - Retention procedures & Disposal procedures
8. Indexes (indexing of patient care data) : Patient, Diseases, Operative procedure & Physician
9. Design, maintain, updating of information system : Manual, Mechanical & Electronic
10. Legal aspects of medical records -
  - a) Misprinting
  - b) Medical as a legal document

- c) Release of information from medical records
  - d) Legal action requiring evidence from medical records
  - e) Privileged communication
  - f) Consent and authorization
  - g) Ownership
11. The right to information act, 2005
- a. Definition
  - b. Right to information.
  - c. Designation of Public Information Officers.
  - d. Request for obtaining information.
  - e. Disposal of request.
  - f. Exemption from disclosure of information.
  - g. Constitution of Central Information Commission.
  - h. Constitution of State Information Commission.
12. The Consumer Protection Act, 1986
- a. Definition .
  - b. The Central Consumer Protection Council.
  - c. Objects of the Central Council.
  - d. The State Consumer Protection Councils.
  - e. Objects of the State Council.
  - f. Composition of the District forum.
  - g. Jurisdiction of the District Forum.

**B.Sc. in Health Information Administration (B.Sc.-HIA) Third Year**  
**HOSPITAL ADMINISTRATION & HEALTH CARE OF THE COMMUNITY**  
**Subject Code : HIA-301**  
**Min. Hrs - Theory : 120 Hrs., Practical : 100 Hrs.**  
**THEORY**

**HOSPITAL ADMINISTRATION**

1. Public Relations.
2. Personnel administration.
3. Financial Administration.
4. Engineering and Maintenance.
5. House Keeping.
6. General Stores.
7. Hospital waste disposal.

**HEALTH CARE OF THE COMMUNITY**

1. Introduction
2. Levels of health care
3. Elements and principles of primary health care
4. Health care delivery
5. Health problems
6. Health care services
7. Health care systems
8. Primary health care in India (in brief)
9. Health insurance
10. Voluntary health agencies in India
11. Health programmes in India (in brief)

## **PRACTICAL**

1. Visits to hospitals, diagnostic centres, laboratories & health care institutions & maintenance of the records of the visits.
2. Making management inferences from such visits.

## **MANAGING MEDICAL RECORD & EPIDEMIOLOGY**

**Subject Code : HIA-302**

**Min. Hrs - Theory : 100 Hrs.**

### **THEORY**

#### **MANAGING MEDICAL RECORD**

1. Organization and management of medical record, Health records in various types of health care institutions.
2. Uses of medical records in medical care evaluation -
  - a. Principles of inter viewing of a patient.
  - b. Central admitting services.
  - c. Importance of central admitting services.
  - d. Organisational aspect of central admitting office.
  - e. Admitting policies of patient.
  - f. Type of service of central admitting office.
  - g. Functions of central admitting office.
  - h. Location of central admitting office.
3. Section of Medical Record
  - a. Identification or sociological section.
  - b. Medical section.
  - c. Nurses section
4. Important Section of Medical Record Department
  - a. Assembling of medical record.
  - b. Typing of discharge list.
  - c. Registration of new & old cases.
  - d. Incomplete records control.
  - e. Coding diseases and operation.
  - f. Indexing diseases and operation.
  - g. Filling
5. Retrieval of new & old records (outpatient & in patient)
6. Outpatient statistics, discharge analysis.

#### **EPIDEMIOLOGY**

1. Definition
2. Basic measurements in epidemiology (in brief).
3. Incidence & prevalence
4. Epidemiological studies (in brief)
5. Definition of epidemic, endemic, sporadic, pandemic, exotic, zoonosis, epizootic & epornithic.
6. Surveillance
7. Classification of diseases as per I.C.D. (published by W.H.O.), Classification of diseases as per I.C.D. - C.M. (S.N.D.P.) (published by U.S. public health department),

**MEDICAL TRANSACTION, ANALYSIS OF  
HEALTH INFORMATION**

**Subject Code : HIA-303**

**Min. Hrs. - 100 Hrs.**

**MEDICAL TRANSACTION**

- a) Inter departmental relations.
- b) Introduction
- c) Knowledge of personnel administration.
- d) Understanding relationships.
- e) Governing board and administrator.
- f) Medical staff and medical record committee.
- g) Fellows residents interns emergency department.
- h) Admitting department.
- i) Nursing department
- j) Clinical and pathological laboratory
- k) Anesthesiology & surgery
- l) Radiology Department
- m) Physical therapy Department
- n) Dietary Department
- o) Medical Library
- p) Accounting, personnel, purchasing, stores & maintenance.

**ANALYSIS OF HEALTH INFORMATION**

1. Health information system -
  - a) Introduction
  - b) Distinction between data and information.
  - c) Components of health information system.
  - d) Uses of health information
  - e) Sources of health information - census, registration of vital events, sample registration system, notification of diseases, hospital records, disease registers, record linkage, epidemiological surveillance, other health records, environmental health data, health man power statistics, population surveys, other routine statistics related to health, non-quantifiable information.
2. collection of statistical data
3. Computation of ratios
4. Rates most frequently computed
  - a. Mortality Rate
  - b. Gross Death Rate
  - c. Net Death Rate or Institutional Death Rate.
  - d. Anesthesiology death rate.
  - e. Post operative death rate.
  - f. Maternal Death Rate.



