

Course No:HSM4233  
Course Title:Medical Records  
Date : 01/04/2013  
No. of Questions: (3)  
Time: 1hours  
Using Calculator (No)

University of Palestine



Midterm Exam  
2014/2015  
Total Grade:20

InstructorName:AmerAbuShariaa  
Student No.: \_\_\_\_\_  
Student Name: \_\_\_\_\_  
College Name: \_\_\_\_\_  
Dep. / Specialist: \_\_\_\_\_  
Using Dictionary (No)

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**Question One: Choose the best answer (3 M)**

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1-All of these are Medical archive section components except one

- a- File management
- b- extract the files
- c- Reception
- d- Computer
- e- maintenance

2- All of these are Royal College determines functions of medical record except one

- a- Fixed log for important events
- b- Record of medical legal problems
- c- Keeping and retrieval system
- d- A store to save patient test results and reports
- e- Register for medicines used by the patient

3- One of these are Medical Information content

- a- extract the files
- b- Keeping and retrieval system
- c- Final diagnosis
- d- File management
- e- Results of tests

## Question Two:

**Answer this question by (T) OR (F) (3 M)**

- 1-Medical records are the home to Medical files and the beating heart to a hospital as the center to the administrative process ( )
- 2-The Health records Department at the hospital is a vital section that runs 8 hours a day to provide excellent service by providing complete medical records( )
- 3-The medical files of the most important and best tools owned by the Nursing ( )

## Question Three:

1- **Define** Medical records

2- **Define** Medical forms

3-Medical records department is divided into three unit, What are and explain?

4-List the summarize of importance and objectives of the medical record ?

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5-There are many evidence of the quality of medical records, list five?

6-What are the contents of medical record?

7-What are the qualities to design of a good medical form?

End of Questions  
*Good Luck*