CENTRAL BHARAT SEVAK SAMAJ

NATIONAL DEVELOPMENT AGENCY, ESTABLISHED IN 1952 BY PLANNING COMMISSION, GOVT. OF INDIA

CENTRAL BOARD OF EXAMINATIONS

BSS NATIONAL VOCATIONAL EDUCATION MISSION

AHS009-HOSPITAL DOCUMENTATION AND RECORD MANAGEMENT

ONE YEAR EXAMINATION NOVEMBER-2025

AHS009-01 COMMUNICATIVE ENGLISH AND COMPUTER FUNDAMENTALS

TIME: 3 Hours **Marks: 100**

INSTRUCTIONS

* 43 questions are there in total
* Write answers to each question in proportion to the mark allotted
* During the first 15 minutes read the questions carefully

I. FILL IN THE BLANKS - ANSWER FOR ANY 10 QUESTIONS **1 x 10 = 10**

1) Pronouns are used instead of _____

2) The sun _____ in the east.

3) It is good _____ health.

4) The officer is bold _____ action.

5) website is group of _____

6) I waited for _____ hours

7) Out look Express is a _____

8) UG I means _____

9) The tool bar contains _____ related to the _____

10) A to Z key are known as _____ keys

11) To draw curved lines _____ is used

12) Rama was _____ ideal student

13) Esc used for _____

14) Mouse is an _____ device.

15) _____ apple a day keeps the doctor away.

II. DEFINE THE FOLLOWING - ANSWER FOR ANY 10 QUESTIONS **2 x 10 = 20**

1) What is meant by intransitive verb?
2) Define types of sentences?
3) Define proper noun?
4) Define uncountable nouns?
5) What is meant by common Gender?
6) Hardware
7) Define software?
8) computer
9) MS Access
10) Question tags
11) MS Access
12) Package
13) Clause
14) Explain Cut, Copy and 'Paste'
15) Short notes on "Kinds of noun"?

III. WRITE BRIEF ANSWER FOR ANY 5 QUESTIONS **5 x 5 = 25**

1) Define usage of interjection
2) Explain telephone ediquette?
3) Write a letter to a book seller ordering some prize books?
4) Shift+functions of the keys
5) Use of 'has' and 'have' in sentences
6) Print preview
7) Memory
8) What are the procedures to insert range of cells in excel

IV. WRITE LONG ANSWER FOR ANY 3 QUESTIONS **15 x 3 = 45**

1) Write a letter to the station master requesting him to reserve two coaches for your school excursion party
2) Write all Internal Commands in dos and explain it.
3) Functions of Word Processing?
4) Define Control Panel?
5) Write about Parts of speech?

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AHS009-HOSPITAL DOCUMENTATION AND RECORD MANAGEMENT

ONE YEAR EXAMINATION NOVEMBER-2025

AHS009-02 COMPUTER APPLICATION FOR MEDICAL RECORD

TIME: 3 Hours **Marks: 100**

INSTRUCTIONS

* 43 questions are there in total
* Write answers to each question in proportion to the mark allotted
* During the first 15 minutes read the questions carefully

I. FILL IN THE BLANKS - ANSWER FOR ANY 10 QUESTIONS **1 x 10 = 10**

1) Ms means _____

2) CPU _____

3) ID _____

4) OD _____

5) Shortcut key for print _____

6) EDP _____

7) Father of computer _____

8) Keyboard is a _____ device

9) What is GUI

10) Short cut key for closing a program

II. DEFINE THE FOLLOWING - ANSWER FOR ANY 10 QUESTIONS **2 x 10 = 20**

1) Computer
2) File
3) Oracle
4) Speed
5) Memory
6) Software
7) Hardware
8) Network
9) Data entry
10) Memory unit

III. WRITE BRIEF ANSWER FOR ANY 5 QUESTIONS **5 x 5 = 25**

1) Generation of computer
2) Types of computer
3) Input devices
4) Output devices
5) Languages

IV. WRITE LONG ANSWER FOR ANY 3 QUESTIONS **15 x 3 = 45**

1) Creation of tables
2) Medical Record programmes
3) Data entry

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AHS009-HOSPITAL DOCUMENTATION AND RECORD MANAGEMENT

ONE YEAR EXAMINATION NOVEMBER-2025

AHS009-03 MEDICAL TERMINOLOGY

TIME: 3 Hours **Marks: 100**

INSTRUCTIONS

* 43 questions are there in total
* Write answers to each question in proportion to the mark allotted
* During the first 15 minutes read the questions carefully

I. FILL IN THE BLANKS - ANSWER FOR ANY 10 QUESTIONS **1 x 10 = 10**

1) Diagnosis symbol indicate _____

2) MLC _____

3) Oncology means study of _____

4) FIR _____

5) MRD _____

6) AMA _____

7) MTP _____

8) PRO _____

9) IPD _____

10) WHO _____

II. DEFINE THE FOLLOWING - ANSWER FOR ANY 10 QUESTIONS **2 x 10 = 20**

1) Shock
2) Hospital
3) MRD
4) At request discharge
5) Blood
6) ICD
7) Disease
8) Health
9) OPD
10) TRIAGE

III. WRITE BRIEF ANSWER FOR ANY 5 QUESTIONS **5 x 5 = 25**

1) Importance of studying medical terminology
2) Medical Record Officer
3) MRD Importance
4) ICD classification
5) Bio medical waste

IV. WRITE LONG ANSWER FOR ANY 3 QUESTIONS **15 x 3 = 45**

1) Define the documents and its out the hospital document
2) Functions of medical record technician
3) Hospital and its department

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AHS009-HOSPITAL DOCUMENTATION AND RECORD MANAGEMENT

ONE YEAR EXAMINATION NOVEMBER-2025

AHS009-04 HOSPITAL ORGANIZATION & SERVICE

TIME: 3 Hours **Marks: 100**

INSTRUCTIONS

* 43 questions are there in total
* Write answers to each question in proportion to the mark allotted
* During the first 15 minutes read the questions carefully

I. FILL IN THE BLANKS - ANSWER FOR ANY 10 QUESTIONS **1 x 10 = 10**

1) ICU _____

2) WHO _____

3) PRO _____

4) MTP _____

5) Hospital site should be free from _____

6) Hospitals are designed to get natural light through _____

7) MLC _____

8) IRCU _____

9) World health day _____

10) World Nurses day _____

II. DEFINE THE FOLLOWING - ANSWER FOR ANY 10 QUESTIONS **2 x 10 = 20**

1) Budget
2) Infection
3) Disease
4) Blood
5) Rehabilitation
6) Record
7) Report
8) IPD
9) Health
10) Hospital

III. WRITE BRIEF ANSWER FOR ANY 5 QUESTIONS **5 x 5 = 25**

1) Storage of blood and blood products
2) Ward planning
3) Hospital lighting and colour
4) Data collection
5) Responsibility of the hospital administer

IV. WRITE LONG ANSWER FOR ANY 3 QUESTIONS **15 x 3 = 45**

1) Medical Record committee
2) Medical audit
3) Public relations in hospital

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AHS009-HOSPITAL DOCUMENTATION AND RECORD MANAGEMENT

ONE YEAR EXAMINATION NOVEMBER-2025

AHS009-05 MEDICAL RECORD SERVICE

TIME: 3 Hours **Marks: 100**

INSTRUCTIONS

* 43 questions are there in total
* Write answers to each question in proportion to the mark allotted
* During the first 15 minutes read the questions carefully

I. FILL IN THE BLANKS - ANSWER FOR ANY 10 QUESTIONS **1 x 10 = 10**

1) W.H.O _____

2) U.H.I.D _____

3) A.M.A _____

4) C.P.U _____

5) M.L.C _____

6) M.R.D _____

7) I.P _____

8) I.C.D _____

9) Any one example of health record _____

10) PRO _____

II. DEFINE THE FOLLOWING - ANSWER FOR ANY 10 QUESTIONS **2 x 10 = 20**

1) Disease
2) Death
3) Record
4) Report
5) Audit
6) Budget
7) Ward
8) Consent
9) Nursing staff
10) Indexes

III. WRITE BRIEF ANSWER FOR ANY 5 QUESTIONS **5 x 5 = 25**

1) Administrator
2) Importance of M.R.D
3) I.C.D
4) Public relation in hospital set up
5) Uses of medical records in medical care evaluation

IV. WRITE LONG ANSWER FOR ANY 3 QUESTIONS **15 x 3 = 45**

1) Health record in various type of heath care environment
2) Record control
3) Documents in M.R.D

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AHS009-HOSPITAL DOCUMENTATION AND RECORD MANAGEMENT

ONE YEAR EXAMINATION NOVEMBER-2025

AHS009-06 BIO STATISTICS

TIME: 3 Hours **Marks: 100**

INSTRUCTIONS

* 43 questions are there in total
* Write answers to each question in proportion to the mark allotted
* During the first 15 minutes read the questions carefully

I. FILL IN THE BLANKS - ANSWER FOR ANY 10 QUESTIONS **1 x 10 = 10**

1) Research is search for _____

2) ICU _____

3) IPD _____

4) WHO _____

5) CPU _____

6) Retursion period of hospital documents _____

7) MLC _____

8) MRD

9) OPD _____

10) IPC _____

II. DEFINE THE FOLLOWING - ANSWER FOR ANY 10 QUESTIONS **2 x 10 = 20**

1) Report
2) Record
3) Hospital data
4) Statistics
5) Death rate
6) Discharge
7) Admission
8) Foetal death
9) Cause of death
10) Live birth

III. WRITE BRIEF ANSWER FOR ANY 5 QUESTIONS **5 x 5 = 25**

1) Define the sampling and methods of sampling
2) Methods of collection of data
3) Uses of statistics
4) Hospital data
5) Inpatient census

IV. WRITE LONG ANSWER FOR ANY 3 QUESTIONS **15 x 3 = 45**

1) Define the sampling and importance of sampling
2) Correlation
3) Grafiical presentation of data