

**Syllabus and Curriculum
of
Certificate course
in
Hospital Record Keeping**

Uttar Pradesh State Medical Faculty, Lucknow.

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OBJECTIVES OF THE COURSE

To prepare a Hospital Record Keeping Technician who –

- Is well aware of hospital set up.
- Is well aware about various specialties & super specialties.
- Is well aware of common hospital equipments & instruments.
- Can understand and write common medical vocabularies..
- Is well versed with Microsoft office and common types of hospital softwares.
- Can help doctors, nurses & technicians.

Outline of Curriculum
of
Certificate course
in
Hospital Record Keeping

FIRST YEAR

THEORY (Classes: 9 AM to 12 Noon)

First paper : Syllabus covers -

1. General body structure.
2. Basic set up of hospital, common medical equipments & instruments.
3. Common medical terminologies: Part 1

Second paper : Syllabus covers -

1. Role of hospital Record Keeping in hospital.
2. common medical terminologies: Part 2

FIRST YEAR

PRACTICAL (Classes: 11 AM to 3 PM)

Practical classes will be after lunch; from 11 AM to 3 PM.

Students must present in the hospital for practicals.

Following subjects must be taught; though there will not be any exam from these-

1. Basic Computer skills.
2. Basic English.
2. **Soft skills like** - Interpersonal relationship skills & moral education.

ELIGIBILITY CRITERIA FOR ADMISSION & DURATION OF THE COURSE

COURSE DURATION:-

- It is 1year, full time certificate Course.

ELIGIBILITY:-

- Candidate must have passed 12th with
Physics, Chemistry, Biology
Or
Physics, Chemistry, Maths
with 35% marks in Intermediate exams.
(From UP board or any other recognised board).
- Candidate must have completed age of 17 years of age as on 31st December of admission year. There is no maximum age limit for the admission.

SCHEDULE OF EXAMINATION

FIRST YEAR

<u>Paper</u>	<u>Subjects</u>	<u>Mark</u>	<u>Internal Assessment Marks</u>	<u>Total Marks</u>	<u>Pass Marks</u>	<u>Duration of Exam.</u>
<u>First Paper Theory</u>	1. General body structure. 2. Basic set up of hospital, common medical equipments & instruments. 3. common medical terminologies: Part 1	75	25	100	50	3 Hours
<u>Second Paper Theory</u>	1. Role of hospital Record Keeping in hospital. 2. common medical terminologies: Part 2	75	25	100	50	3 Hours
<u>Practical</u>	Oral & Practical	75	25	100	50	3 Hours

SCHEDULE OF COURSE

(List of holidays, Total hours, Subject wise allotment of hours)

- **List of Holidays:-**

Sundays	- 52 days
Summer vacation	- 10 days
Winter vacation	- 10 days
Gazetted holidays	- 23 days
Preparatory holidays	- 10 days
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Total Holidays	- 105 days
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- **Total Hours :-**

Theory classes per day	- 2 Hours
Practical classes per day	- 4 Hours
Total hours per day	- 6 Hours
Total days & hours in One year (after deduction of holidays)	- 260 days or - 1560 Hours

SCHEDULE OF COURSE

Subject wise allotment of hours

FIRST YEAR

Theory (520 Hours) Practical (1040 Hours)

<u>First Paper Theory</u>	1. General body structure.	Hrs
	2 Basic set up of hospital, common medical equipments & instruments.	Hrs
	3. Common medical terminologies: Part 1	Hrs
<u>Second Paper Theory</u>	1. Role of hospital Record Keeping in hospital.	Hrs
	2. common medical terminologies: Part 2	Hrs
<u>Third Paper Practical</u>	As described in curriculum	Hrs
<u>Theory: Other Subjects</u> (These subjects must be taught, though there will not be any exam from these)	1. Basic Computer skills.	Hrs
	2. Basic English.	Hrs
	3. Soft skills like - Interpersonal relationship skills & moral education	Hrs

Details of Curriculum for First Year Certificate course in Hospital Record Keeping

PAPER 1st Theory	Topics	Hours.
1. General body structure.	1. General Orientation about parts of human body. Various terms used in Anatomy. Total numbers of bones, their names & location. Basic idea about organization of body, from cell to organ systems, Parts of human body.	Hrs
	2. Skin & appendages: Common terms.	Hrs
	3. GIT: Common terms.	Hrs
	4. Respiratory tract: Common terms.	Hrs
	5. Urinary tract: Common terms.	Hrs
	6. Male reproductive system: Common terms.	Hrs
	7. Female reproductive system: Common terms.	Hrs
	8. Basics of nervous system:	Hrs
	9. Basics of Blood:	Hrs
	10. Basics of cardio vascular system:	Hrs

Details of Curriculum for First Year Certificate course in Hospital Record Keeping

PAPER 1st Theory	Topics	Hours.
2. Basic set up of hospital, common medical equipments & instruments.	1. Basic set up of hospital, different departments.	Hrs
	2. Identification of Basic hospital equipments & instruments.	Hrs
3. Common medical terminologies: Part 1	1. Common general terms.	Hrs
	2. Diseases of GIT: general terms.	Hrs
	3. Diseases of Respiratory system: general terms.	Hrs
	4. Diseases of Oral Cavity: general terms.	Hrs
	5. Diseases of CVS: general terms.	Hrs
	6. Diseases of Surgery: general terms.	Hrs
	7. Diseases of Orthopaedic Surgery: general terms.	Hrs

Details of Curriculum for First Year Certificate course in Hospital Record Keeping

PAPER 2nd Theory	Topics	Hours.
1. Role of hospital Record Keeping in hospital.	1. Types of Hospital Records.	Hrs
	2. Types of Bed Head Tickets.	Hrs
	3. Various types of Consents.	Hrs
	4. ICDS classification of Diseases.	Hrs
	5. Coding of Case Files.	Hrs
	6. Medico-legal issues.	Hrs
	7. Storage of Hospital records: Types & methods.	Hrs

Details of Curriculum for First Year Diploma in Orthopaedic and Plaster Technician course

PAPER 2nd Theory	Topics	Hours.
2. common medical terminologies: Part 2	1. Diseases of Nervous System: General Terms.	Hrs
	2. Diseases of G & O: General Terms.	Hrs
	3. Diseases of Paediatrics: General Terms.	Hrs
	4. Intensive Care: General Terms.	Hrs
	5. Assisted Reproduction: General Terms.	Hrs
	6. Diseases Skin: General Terms.	Hrs
	7. Diseases of Urology & Nephrology: General Terms.	Hrs
	8. Diseases of Psychiatry: General Terms.	Hrs
	9. Blood Bank, Diagnostic Services: General Terms.	Hrs