

GOVERNMENT OF MIZORAM
HEALTH & FAMILY WELFARE DEPARTMENT
MIZORAM SECRETARIAT BUILDING, MINECO, KHATLA, AIZAWL – 796001

NOTIFICATION

Dated Aizawl, the 6th December, 2024

No.A.11018/3/2024-HFW/141 : In the interest of public service, the competent authority is pleased to notify Syllabus for Direct Recruitment to the post of **Medical Record Technician** under Health & Family Welfare Department as per Annexure.

This is issued with the approval of DP&AR(GSW) vide their I.D.No.A.12018/11/2024-P&AR(GSW) dated 28.11.2024.


Sd/-SANGCHHIN CHINZAH
Secretary to the Govt. of Mizoram
Health & Family Welfare Department

Memo No.A.11018/3/2024-HFW/141

: Dated Aizawl, the 6th December, 2024

Copy to :

1. P.S. to Secretary, Health & Family Welfare Department.
2. Principal Director, Health & Family Welfare Department.
3. Director of Health Services, Health & Family Welfare Department.
4. Director of Hospital & Medical Education, Health & Family Welfare Department.
5. Director, Zoram Medical College.
6. Controller of Examinations, Mizoram Public Service Commission.
7. Website Manager, IT Cell, DHS.
8. Guard File.


06/12/2024

(LALHLIMPUH HMAR)
Under Secretary to the Govt. of Mizoram
Health & Family Welfare Department

**APPROVED SYLLABUS FOR DIRECT RECRUITMENT TO THE POST OF MEDICAL
RECORD TECHNICIAN (LEVEL 06) UNDER HEALTH & FAMILY WELFARE DEPARTMENT**

1) Paper – I General English	:	100 Marks (3 hours)
2) Paper - II General Studies (MCQ)	:	100 Marks (2 hours)
3) Paper – III (Technical Paper)(MCQ)	:	200 Marks (2 hours)
4) Paper – IV (Technical Paper)(MCQ)	:	200 Marks (2 hours)
Personal Interview	:	80 Marks
Total	:	680 Marks

DETAILS OF SYLLABUS:

PAPER – I (General English) – 100 marks

(a) Précis Writing	:	10 Marks
(b) Letter Writing	:	15 Marks
(c) Comprehension of given passages	:	15 Marks
(d) Grammar: Parts of Speech	:	20 Marks
(e) Correct usage and Vocabularies	:	20 Marks
(f) Formation of Sentence	:	20 Marks

PAPER – II (General Knowledge)(MCQ) - 100 Marks

(a) Current events of state, national and international importance	:	12 marks
(b) History of India and Indian National Movement	:	12 marks
(c) Indian and World Geography - Physical, Social, Economic Geography of India and the World	:	12 marks
(d) Indian Polity and Governance - Constitution, Political System, Public Policy, Duties & Rights Issues	:	12 marks
(e) Economic and Social Development Sustainable Development, Poverty, Inclusion, Demographics, Social Sector initiatives, and other related issues	:	12 marks
(f) General issues on Environmental Ecology, Bio-diversity and Climate	:	12 marks
(g) General Science	:	12 marks
<i>The topics listed above shall cover the State of Mizoram wherever applicable.</i>		
(h) General awareness on Mizo culture, its heritage and society.	:	16 marks



PAPER – III

: 200 Marks (2 hours)

3. Technical Subject Paper – I (MCQ)

1. UNIT – I (40 marks)

- (a) Brief history of Medical records.
- (b) Definition of Medical records.
- (c) Indian history of Medical records.

UNIT – II (30 marks)

- 2.
- (a) Importance of Medical records.
 - (b) Uses of Medical records.
 - (c) Values of Medical records.

UNIT – III (30 marks)

- 3.
- (a) Aims and objectives of Medical records.
 - (b) Characteristic of Medical records.
 - (c) Function of Medical records.

UNIT – IV (20 marks)

- 4.
- (a) Introduction to hospital.
 - (b) Central admitting office.
 - (c) Organization of Outpatient Medical records services.

UNIT – V (30 marks)

- 5.
- (a) Medical Records form, Medical Certificates.
 - (b) Organization and management of Medical records Dept.
 - (c) Medical Records committee, Medical Audit committee, Death Audit committee, Statistical Audit committee.

UNIT – VI (30 marks)

- 6.
- (a) Retention and Preservation, destruction of Medical records.
 - (b) Component of Medical records.

UNIT-VII (20 marks)

- 7.
- (a) Hospital Management Information system



PAPER - IV

Technical Subject Paper – II(MCQ)

: 200 Marks (2 hours)

UNIT – I (30 marks)

1. (a) Medical Terminology
(b) Prefixes, Suffixes
(c) Symbols, Numerals.

UNIT – II (30 marks)

2. (a) Medico Legal cases
(b) Legal aspect of Medical records.
(c) Post mortem, disposal of bodies.

UNIT – III (30 marks)

3. (a) Hospital statistics, Definition of statistic
(b) Source of Hospital statistic.
(c) Uses and limitation of statistic.

UNIT – IV (20 marks)

4. (a) Coding and Indexing
(b) Control and quantitative analysis of Inpatient records
(c) Control and qualitative analysis of Inpatient records

UNIT – V (40 marks)

5. (a) Daily Census, Midnight Census
(b) Monthly Hospital bulletin,
(c) Important Medical terms

UNIT – VI (30 marks)

6. (a) Assembling and deficiency check.
(b) Responsibility for Medical records, hospital administration, nurses,
Para- Medicals.

UNIT – VII (20 marks)

7. (a) International Classification of diseases

