

**MRSPTU POST GRADUATE DIPLOMA IN HOSPITAL MANAGEMENT SYLLABUS
BATCH 2021 ONWARDS (1 YEARS COURSE)**

Total Credits = 24

SEMESTER 1 st		Contact Hrs.			Marks			Credits
Subject Code	Subject Name	L	T	P	Int.	Ext.	Total	
GHPMS1-101	Hospital Planning & Administration	3	1	0	40	60	100	4
GHPMS1-102	Health care and management service	3	1	0	40	60	100	4
GHPMS1-103	Human Resource Management & Organizational Behavior	3	1	0	40	60	100	4
GHPMS1-104	Computer Fundamentals & Software Related to Hospital	3	1	0	40	60	100	4
GHPMS1-105	Hospital Planning & Administration Practical	0	0	4	40	60	100	2
GHPMS1-106	Computer Fundamentals & Software Related to Hospital Practical	0	0	4	40	60	100	2
GHPMS1-107	Clinical/Hospital Visits	0	0	8	100	0	100	4
	Total	12	4	16	340	360	700	24

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Total Credits = 26

SEMESTER 2nd		Contact Hrs.			Marks			Credits
Subject Code	Subject Name	L	T	P	Int.	Ext.	Total	
GHPMS1-201	Material Management & Financial Control	3	1	0	40	60	100	4
GHPMS1-202	Health Information Management	3	1	0	40	60	100	4
GHPMS1-203	Medical Terminology and Procedures	3	1	0	40	60	100	4
GHPMS1-204	Material Management & Financial Control Practical	0	0	4	40	60	100	2
GHPMS1-205	Health Information Management Practical	0	0	4	40	60	100	2
GHPMS1-206	Medical Terminology & Procedures Practical	0	0	4	40	60	100	2
GHPMS1-207	Project/Field work	0	0	16	40	60	100	8
Total		9	3	28	280	420	700	26

Overall Marks / Credits

Semester	Marks	Credits
1st	700	24
2nd	700	26
Total	1400	50

HOSPITAL PLANNING & ADMINISTRATION

Subject Code:GHPMS1-101

L T P C

60 Hours

3 1 0 4

COURSE OBJECTIVES: Verify the documentation in the health record is timely, complete, and accurate, Collect and maintain health record data, Apply mortality and morbidity codes as per the guidelines, Identification of the legal use of health records and relevant documents, Identification of discrepancies between documentation and disease coding.

COURSE OUTCOME:

1. Students learn to maintain the complete accurate record of health timely.
2. Knowledge about the mortality and morbidity codes as per the guidelines.
3. Knowledge about the legal use of health records and relevant documents.
4. Students learn to identify the discrepancies between documentation and disease coding

COURSE SYLLABUS

Unit I (15 Hours)

Types of Hospital Organization & Statutory Requirements for Planning. Steps in Hospital Planning: Need Assessment Appointment of Planning Teams/Consultants Appointment of Architect Size of the Hospital Design of the Hospital. Selection of the Contractor Preparation of Architect's Brief. Selection of the Size, Preparation of the Master plan. Preparation of Schedule of Accommodation. Layout, Grouping, Zoning & Phasing of Activities. Circulation & Movements of Patients, Staff, Visitors.

Unit II (15 Hours)

Planning for Out Patient Department/Accident/Emergency Indoor accommodation, Ward design, Bed wise planning, special requirements of certain departments such as ICU, OT, Pediatric, Maternity ward. Planning for Water supply, Electricity, Drainage, Sewage disposal & disposal of waste. Planning for Equipments & Purchase. Planning for various categories of Staff, Administrative action For Appointment, Training. Planning of supportive services in the Hospital – food services, central sterilization deptt. Pharmacy, Environmental & linen-services. Fire Fighting. Dealing with Crisis Situation. Mob violence, Bomb threat, Terrorist strike, Mass casualties, Political agitation, Prisoners. Standard Operating Procedures (SOPs).

Unit III (15 Hours)

Routine Admission/Discharge Procedures/Discharge Summary Hospital Utilisation Statistics. Average Length of Stay (ALS) Bed Occupancy Rare Turn Over Interval. Daily Reports / Returns. Hospital Census Matron's Report , Medical Officer's Report Casualty Report, Medico-Legal Cases Report from ICU / ICCU Security Report, Maintenance Department Report OT Lis Patient's Complaints, Medical Certificates. Hospital Committees. Role, Composition, Frequency of Meetings, Minutes of the Meetings, Follow up Actions. Patient Satisfaction Survey. Interviews, Questionnaires, Observations, Group Discussions, Patient Opinion Polls, Report Writing, Duty Roster of various categories of Staff.

Unit IV (15 Hours)

Availability of Materials Critical Items, Stock Level, Procurement Methods. Administration of Patient Related Schemes. - Medical Insurance (Cashless Benefit), CGHS, ECHS, CSMA, TPA, ESI. Front Office: Duties & Responsibilities. Duties & Responsibilities of the Hospital Administrator/CEO. In Profit Making Hospitals In Non-Profit Making Hospitals Marketing of Hospital. Telephone Courtesy, Guest Lectures, Organisation of Camps, Seminars, Workshops, Continuous Medical Education, Public Participation. Hospital Security. Staff, Patients, New born babies, Female staff/ Patients, Stores.

Planning of supportive services in the Hospital – food services, central sterilization dept., Pharmacy, Environmental & linen-services. Fire Fighting. Dealing with Crisis Situation. Mob violence, Bomb threat, Terrorist strike, Mass casualties, Political agitation, Prisoners. Standard Operating Procedures (SOPs).

Reference Books:

1. Sana's Guidelines for Hospital Infection Control – By Mohd. S. Khan Jaypee Brothers, New Delhi.
2. Hospital Waste Management & it's Monitoring – By Madhuri Sharma Jaypee Brothers, New Delhi.
3. Medical Stores Management – By Shakti Gupta & Sunil Kant - JaypeeBrothers, New Delhi.
4. Principles Of Hospital Administration And Planning by Sakharkar
5. Hospital Administration Principles and Practice by DK Sharma.

HEALTH CARE AND MANAGEMENT SERVICE

Subject Code: GHPMS1-102

L T P C
3 1 0 4

60 Hours

COURSE OBJECTIVES:

Verify the documentation in the health record is timely, complete, and accurate, Collect and maintain health record data in India. Discuss and learn public health care system in India as per the guidelines, Develop, implement and manage various public health programs. Recognize the various sections of healthcare legislations in India and initiate appropriate actions in public health practice

COURSE OUTCOME:

1. Students should discuss and learn public health care system in India
2. Knowledge about developing, implementing and managing various public health programs.
3. Knowledge about recognizing the various sections of healthcare legislations in India and initiate appropriate actions in public health practice

COURSE SYLLABUS

Unit I (15 Hours)

Health Administration in India: Health Care Delivery System. National Health Policy. National Health Programmes. Tuberculosis's control Programme, Dots Programme for control of Blindness Family welfare programme AIDS control programme, role & functions of National AIDS Control Organization (NACO).

Unit II (15 Hours)

Epidemiological Triad, Levels of Disease Prevention. Research Methodology. Radiology Services. Pathology & Clinical Laboratory.

Unit III (15 Hours)

Central Sterile Supply Department. Laundry & Linen Services. House Keeping Services. Disposal of Biomedical Waste Kitchen Canteen Services. Marketing: Billing, Claiming, Insurance Companies/Employers. Public Relations

Unit IV (15 Hours)

Medical Records Department. Engineering Services. Maintenance of Building, Campus & Utilities Biomedical services Fire safety Quality Management in Health Care. Quality control ISO, ISO standards Hospital Accreditation Role of Quality Council of India (QCI) National Accreditation Board of Hospitals (NABH).

Text Books:

1. Essential of Hospital Support Services & Physical Infrastructure – By Madhuri Sharma – Jaypee Brothers, New Delhi.
2. Hospital Services Management – By S.K. Parthsarthy – K.J. Hospital, Madras.
3. Medical Records Organisation & Management – By G.P. Mogli –Jaypee Brothers, New Delhi.
4. Management Information System – By Waman s. Javdekar – cGrawHill.
5. Health care management by Anam Faruqi

HUMAN RESOURCE MANAGEMENT & ORGANIZATIONAL BEHAVIOR

Subject Code: GHPMS1-103

L T P C

60 Hours

3 1 0 4

COURSE OBJECTIVES: Verify the record of Staff Relationship and Manpower Planning is timely, complete, and accurate. Apply various principles of planning and management in implementing health projects and programmers.

COURSE OUTCOME:

1. Students should understand about Staff Relationship, Manpower Planning & Development.
2. Knowledge about applying various principles of planning and management in implementing health projects and programmers.

COURSE SYLLABUS

Unit I (15 Hours)

Functions of Human Resource Management The Managerial Perspective Objectives of Personnel Department Human Resource Development (HRD). Position of the Personnel Department. Organization of the Personnel Department Line – Staff Relationship. Manpower Planning & Development. Manpower Needs. Job Analysis, Job Description & Specifications for Hospital Staff. Selection & Recruitment. Orientation. Manpower Developing & Training. Counseling

Unit II (15 Hours)

Wage Administration, Salary Administration. Employee Benefits & Social Security. Performance Appraisals: Techniques & Practices. Industrial Relations. Unions & their role Settlement of disputes Industrial Dispute Act Collective bargaining

Unit III (15 Hours)

Issues Relating to Management of Professionals, Consultants, Specialists, Medical Officers, Nursing Staff, Other Paramedical Staff. Development of staff. In service Training, on job Training, Higher Courses, Specialized Training. Discipline. Punctuality Dress code Identification Behaviors of staff Disciplinary action Law of natural justice

Unit IV (15 Hours)

Organizational Behavior Definition Importance Historical Background Fundamental Concepts of OB 21st Century Corporate Different models of OB i.e. autocratic, custodial, supportive, collegial & SOBC Personality & Attitudes Meaning of Personality Development of Personality Nature & dimensions of attitude Job Satisfaction Organizational Commitment

Suggestive Readings

Text Books:

1. Personnel Management & Industrial Relations – By Rustom S. Davar– Vikas Publishing House.
2. Human Resource Management – By Garry Dessler – Prentice Hall India.
3. Human Resource & Personnel Management – By Aswathappa – Tata McGraw Hill.
4. Human Resource Management – By Khan.
5. Management of Organisation Behaviour –By Paul Hersey & Blanchard – Prentice Hall India.

COMPUTER FUNDAMENTALS & SOFTWARE RELATED TO HOSPITAL

Subject Code: GHPMS1-104

L T P C

60 Hours

3 1 0 4

COURSE OBJECTIVES: Verify the documentation in the health record is timely, complete, and accurate. Collect and maintain health record data, Key concepts, theories and techniques for analyzing different organizational situations. Use debit and credit accounting of health records and maintain proper balance sheet.

COURSE OUTCOME:

1. Students learn to maintain the complete accurate record of health timely.
2. Knowledge about collecting and maintaining health record data and Key concepts, theories and techniques for analyzing different organizational situations.
3. Knowledge about the Use debit and credit accounting of health records and maintain proper balance sheet.

COURSE SYLLABUS

Unit-1 (15 Hours)

Computer basics: Definition of a Computer, Block Diagram of elements of digital computer-their functions, Computer Hardware & Software, Computer generations, Types of computers, Memory, CPU, I-O devices, Secondary storages, Magnetic Tape, Disk, CD-ROM. Other recent developments-Scanners, Digitizer, Plotters, Printers, Hardware and Software. Micro, Mini, Main-frame and super computers, Discussion on recent IT trends. Representation of Data: Decinal, Binary, Octal, Hexadecimal number systems, BCD, EBCDIC, ASCII Conversions. Simple Additions, Subtractions, Multiplications, Divisions, Data and Information.

Unit-II (15 Hours)

Software Concepts: Introduction to Programming, Flowcharts and Algorithms. Types of Softwares System software's, Application software's, Firmware software's, Computer Languages like machine, Assembly, and Higher Level Languages, Stored program Concept. Operating System Introduction: Definition of an Operating System, Functions of an OS, Types of an OS, Process management-FCFS, Round Robbin, Priority based. Memory management segmentation, paging, virtual memory. I-O management-concept of I-O port. File management FAT, file handling functions. Software and hardware interrupts.

Unit-III (15 Hours)

File Management: Concept of file. File organization and accessing techniques-Indexed, Line, Rules for Naming of the files, sequential, Hashed. File handling functions, Types of computer files. Broad view of Operating Systems: Difference between two OS (Single & multi-users) Operating system applications.

Unit-IV (15 Hours)

Introduction to Virus and Vaccines, Various types of Viruses & Vaccines and their applications, multimedia concepts and Computer applications. Basic Concept of Networking and Data

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Communications: Introduction to Networking & types of Networking. Basic communication concepts. Topologies, Protocols, Ethernet, TCP/IP etc.

Recommended Text Books / Reference Books:

1. Computers Today: by Sanders.
2. Computers: by Trainor & Krasnewich (McGraw Hill).
3. Fundamentals of Computing: by Tucker, Cupper,
4. Operating System Concept: by Peterson Biberachaty.
5. Operating System: by Millan Milenkoric.
6. Fundamentals of Computers: by Rajaraman.
7. Know your PC: by Peter Norton.
8. Computer Networks: by Andrew S. Tenenbaum.
9. Computer Network and Distributed Processing: by James martin.

HOSPITAL PLANNING & ADMINISTRATION PRACTICAL

Subject Code: GHPMS1-105

L T P C

60 hours

0 0 4 2

COURSE OBJECTIVES: Verify the documentation in the health record is timely, complete, and accurate, Collect and maintain health record data, Apply mortality and morbidity codes as per the guidelines, Identification of the legal use of health records and relevant documents, Identification of discrepancies between documentation and disease coding.

COURSE OUTCOME:

1. Knowledge about practically maintaining the complete accurate record of health timely.
2. Knowledge about the legal use of health records and relevant documents.
3. Knowledge about preparing hospital layout.

COURSE SYLLABUS

Standard Operating Procedures (SOPs)

1. Duties & Responsibilities of the Hospital Administrator/CEO
2. Marketing of Hospital, Telephone Courtesy, Guest Lectures, Organisation of Camps, Seminars, Workshops, Continuous Medical Education
3. Hospital Design of the Hospital.
4. Selection of the Contractor Preparation of Architect's Brief.
5. Selection of the Size
6. Preparation of the Master plan.
7. Preparation of Schedule of Accommodation. Layout, Grouping, Zoning & Phasing of Activities.

Reference Books:

1. Sana's Guidelines for Hospital Infection Control – By Mohd. S. Khan Jaypee Brothers, New Delhi.
2. Hospital Waste Management & its Monitoring – By Madhuri Sharma Jaypee Brothers, New Delhi.
3. Medical Stores Management – By Shakti Gupta & Sunil Kant - JaypeeBrothers, New Delhi.
4. Principles Of Hospital Administration And Planning by Sakharkar
5. Hospital Administration Principles and Practice by DK Sharma.

**COMPUTER FUNDAMENTALS & SOFTWARE RELATED TO HOSPITALS
PRACTICAL**

Subject Code:GHPMS1-106

L T P C
0 0 4 2

60 Hours

COURSE OBJECTIVES: Verify the documentation in the health record is timely, complete, and accurate. Collect and maintain health record data, Key concepts, theories and techniques for analyzing different organizational situations. Use debit and credit accounting of health records and maintain proper balance sheet.

COURSE OUTCOME:

1. Knowledge about using the different software to mating the hospital data according
2. Knowledge about the Use debit and credit accounting of health records and maintain proper balance sheet.

COURSE SYLLABUS

1. Demonstration of Microsoft word
2. Demonstration of Microsoft Excel
3. Software demonstration
4. File organization and accessing techniques

Recommended Text Books / Reference Books:

1. Computers Today: by Sanders.
2. Computers: by Trainor & Krasnewich (McGraw Hill).
3. Fundamentals of Computing: by Tuck er, Cupper,
4. Operating System Concept: by Peterson Biberachaty.
5. Operating System: by Millan Milenkoric.
6. Fundamentals of Computers: by Rajaraman.
7. Know your PC: by Peter Norton.
8. Computer Networks: by Andrew S. Tenenbaum.
9. Computer Network and Distributed Processing: by James martin.

CLINICAL/HOSPITAL VISIT

Subject Code:GHPMS1-107

L T P C
0 0 8 4

60 Hours

1. Visit will include visit to the entire chain of healthcare delivery system - sub centre, PHC, CHC, SDH, DH and Medical College, private hospitals, dispensaries and clinics.
2. Governance at village level including interaction and group discussion with village panchayat and frontline health workers.
3. Clinical visit to their respective professional department within the hospital.

2nd
SEMESTER

MATERIAL MANAGEMENT & FINANCIAL CONTROL

Subject Code:GHPMS1-201

L T P C
3 1 0 4

60 Hours

COURSE OBJECTIVES:

Use basic financial statement ratio analysis to evaluate financial performance.
Understand the roles of managers and administrators in firms and health care set up, and also analyses the internal and external decisions

COURSE OUTCOME:

1. Knowledge about use basic financial statement ratio analysis to evaluate financial performance.
2. Knowledge to understand the roles of managers and administrators in firms and health care set up.
3. Knowledge about analyses the internal and external decisions.

COURSE SYLLABUS

Unit-1 (15 Hours)

Principles of Materials Management: Definition Scope & Functions Objectives. Materials Planning. Classification of Materials, Consumable and Non consumable working out quantities required, forecasting Budgeting. Purchase Management. Objectives Purchase system, Centralized Decentralized, Local purchase Legal aspects of purchasing. Out sourcing of Services

Unit-II (15 Hours)

Purchase Procedures. Selection of Suppliers Tendering procedures Analyzing bids Price negotiations Issue of purchase orders Rate Contracts Follow up action 2.2. Receipt of Materials. Inspection of materials Preparation of defect/Discrepancy Report Disposal of rejected items Stocking of accepted items Accounting of materials. 2.3. Store Management. Organization & layout Functions of Store Manager Materials handling, Flow of goods/FIFO Computerization of inventory transactions Security of stores Disposal of scrap/unserviceable materials Sub-stores in various departments Physical stock taking

Unit-III (15 Hours)

Inventory Control. Aims & objectives Scope of Inventory Control Lead-time, Buffer stock, Reorder level, Two Bin System, EOQ. 3.2. Tools & Techniques of Inventory Control. Classification of Inventory Techniques of Inventory Control 1. ABC 2. VED 3. Others. 3.3. Medical Stores. Functions Storage condition/Monitoring, Expiry Dates & Action Cold Chain Role of drug Review Committee 1. Hospital formulary 2. Obsolescence

Unit-IV (15 Hours)

Preparation of Final Accounts Profit making Hospitals Non-profit making Hospitals.. 4.2. Working Capital Management Needs of Working Capital Estimation of Working Capital requirement Different sources of funds Norms to be considered for Bank Loans. Changes in

Financial Statements Ratio Analysis Limitation of Ratio Analysis. 5.2. Budgetary Control Difference between Budget, Estimate & Projection Types of Budget – with special reference to Functional Budget How to monitor a Budget Elements of Cost of a Product/Service Direct & Indirect Cost Allocation of Overhead Cost Analysis of Marginal Costing & Unit Costing.

Recommended Text Books / Reference Books:

1. Handbook of Materials Management – By P. Gopalkrishnan – Prentice Hall India.
2. Purchasing & Materials Management – By P. Gopalkrishnan – Tata McGraw Hill.
3. Materials & Logistic Management – By Prof. L.C. Jhamb – Everest Publications.
4. Introduction to Materials Management – By Tony Arnold – Pearson.
5. Stores, Management & Logistics – By – P. Gopalkrishnan – Sultan Chand & Co., New Delhi.
6. Basic Accounts & Finance for Non-Accounts – By Prof. D.K.Chatterjee - Himalaya Publishing House.

HEALTH INFORMATION MANAGEMENT

Subject Code:GHPMS1-202

L T P C
3 1 0 4

60 Hours

COURSE OBJECTIVES:

1. Explain the gross morphology, structure and functions of various organs of the human body.
2. Describe the various homeostatic mechanisms and their imbalances.
3. Identify the various tissues and organs of different systems of human body.
4. Perform the various experiments related to special senses and nervous system

COURSE OUTCOME:

1. Learn about the gross morphology, structure and functions of various organs of the human body.
2. Knowledge about the various homeostatic mechanisms and their imbalances.
3. Learn to identify the various tissues and organs of different systems of human body.
4. Knowledge about Perform the various experiments related to special senses and nervous system.

COURSE SYLLABUS:

Unit-1 (15 Hours)

Organizational Aspects of the Centralized Admitting Services: Principles of Identification of a Patient, Methods of Collection of Identification Data, Types of Central Admitting Services, Admitting Policies, Procedure Outlines for Admissions, Flow of Records following Admissions, Advantages of good Admitting Policies and Procedures.

Unit-II (15 Hours)

Medical Record Department Management Planning, Organizing, Directing and Controlling Organizational Aspects of Medical Record Department/Services Policy development, Functions, Location, Space and Layout, Equipments, Forms Designing and Control, Medical Records Flow and processing

Unit-III (15 Hours)

Health Care Statistics, Quality control of Data Collection & Presentation, Health Care Statistics, Inpatient census and rates computed from it., Processing and reporting of Vital Health Statistics, Reporting of Notifiable Diseases to Public Health Authorities. Fundamentals of Health Informatics: Hospital Information System (HIS) with Electronic Medical Records (EMR) or Electronic Health Information Management System EHR – definitions – contents and examples of EHR practices. Preliminary steps in implementation of HER, Issues and challenges in implementation of HER, Planning for the introduction of HER, Factors to be considered when developing EHR & implementation plan

Unit-IV (15 Hours)

Quality Management: Quality Assurance and Quality Improvement, Utilization management & Utilization review processing, Accreditation requirements, licensing regulations, and certification requirements relevant to department/organization. International Standards Organization [ISO], Quality Council of India, Joint Commission International [JCI] & National Accreditation Board of Hospitals [NABH]

Reference books

1. Oachs PK, Watters A, editors. Health information management: Concepts, principles, and practice. Chicago, IL: Ahima; 2016.
2. LaTour MK. Eichenwald Shirley Maki (2010) Health Information Management, Concepts, Principles, and Practice. American Health Information Management Association; Chicago, Illinois.
3. Health Information Management: Principles and Organization for Health Information Services, 6th Edition, Margaret A. Shurka(Editor)
4. Essentials of Health Information Management: Principles and Practices Book by Mary Jo Bowie and Michelle A. Green
5. Foundations of Health Information Management Book by Melissa LaCour and Nadinia A. Davis

MEDICAL TERMINOLOGY AND PROCEDURES

Subject Code:GHPMS1-203

L T P C
3 1 0 4

60 Hours

COURSE OBJECTIVES:

1. Explain the fundamentals of Medical Terminology
2. Describe the various Organs & Systems
3. Identify the various Common Diseases

COURSE OUTCOME:

1. Knowledge about fundamentals of Medical Terminology
2. Learn about the various Organs & Systems
3. Learn about various Common Diseases

COURSE SYLLABUS

Unit-1 (15 Hours)

Fundamentals of Medical Terminology Word Roots Prefix Suffix Abbreviations & Symbols. Introduction to Anatomy & Physiology. Nervous Stroke (Cerebro Vascular Accident) Brain Tumor Brain Injuries Spinal Cord Injuries Lumbar Puncture, Myelography, CT scan, MRI, EEG, EMG 5.2. Oncology Investigations

Unit-II (15 Hours)

Organs & Systems 1. Gastro Intestinal 2. Respiratory 3. Circulatory 4. Renal 5. Reproductive 6. Nervous 2.2. Common Diseases & Procedures 1. Gastro Intestinal Cholecystitis Cholelithiasis Appendicitis Intestinal Obstruction Hernia Peritonitis Gastroscopy: Endoscopy, Laparotomy, Laparoscopy.

Unit-III (15 Hours)

Common Diseases & Procedures Respiratory Tuberculosis Bronchial Asthma Respiratory Failure Pulmonary Embolism Pneumonia Bronchoscopy, Pulmonary Function Test, Cardio-Pulmonary Resuscitation. 3.2. Circulatory Hypertension Coronary Artery Disease Arrhythmias Cardiac Arrest Shock. Deep Vein Thrombosis (DVT), ECG, 2D Echo Cardiogram, Coronary Angiography, Cardiac Catheterisation, Stress Test, Pacemaker

Unit-IV (15 Hours)

Renal Nephrotic Syndrome Urinary Tract Infection Renal Failure Renal / Bladder Stones Intravenous Pyelography, Cystoscopy, Urinalysis Hoemodialis, Peritoneal Dialysis. Reproductive Female – Breast Cancer/Self Examination Menstrual Disorders, Dysmenorrhea, Premenstrual Syndrome(PMS), Menorrhagia Ovarian Cyst, Fibroids, Malignancy, Infertility Mammography, Ultra Sound, Laparoscopy, IVF, Tubectomy, D & C. Male - Prostate Enlargement, Hydrocele, Impotence, Transurethral Resection of Prostate (TURP)

Recommended Text Books / Reference Books:

1. Principles of Anatomy & Physiology – By Gerard J. Tortora.
2. Anatomy & Physiology in Health & Illness – By Anne Waugh –Churchil Livingstone.
3. Anatomy & Physiology for Nurses – By Evelyn Pearce – Indian Edition – Jaypee Brothers, New Delhi.
4. Dorland’s Pocket Medical Dictionary.
5. Taber’s Cyclopedic Medical Dictionary – Fadavis Philadelphin.
6. Manical Manual of Anatomy – By Sampath Madhyastha – CBS Publication.

MATERIAL MANAGEMENT & FINANCIAL CONTROL PRACTICAL

Subject Code: GHPMS1-204

L T P C
0 0 4 2

60 Hours

COURSE OBJECTIVES:

Understand the roles of managers and administrators in firms and health care set up, and also analyses the internal and external decisions

COURSE OUTCOME:

1. Knowledge to understand the roles of managers and administrators in firms and health care set up.
2. Knowledge about analyses the internal and external decisions.

COURSE SYLLABUS

1. Selection of Suppliers Tendering procedures
2. layout of Storage area
3. Hospital formulary
4. Disposal management

Reference Books:

1. Sana’s Guidelines for Hospital Infection Control – By Mohd. S. Khan Jaypee Brothers, New Delhi.
2. Hospital Waste Management & it’s Monitoring – By Madhuri Sharma Jaypee Brothers, New Delhi.
3. Medical Stores Management – By Shakti Gupta & Sunil Kant - JaypeeBrothers, New Delhi.
4. Handbook of Materials Management – By P. Gopalkrishnan – Prentice Hall India.
5. Purchasing & Materials Management – By P. Gopalkrishnan – Tata McGraw Hill

HEALTH INFORMATION MANAGEMENT PRACTICAL

Subject Code:GHPMS1-205

L T P C
0 0 4 2

60 Hours

COURSE OBJECTIVES: Verify the documentation in the health record is timely, complete, and accurate, Collect and maintain health record data, Apply mortality and morbidity codes as per the guidelines, Identification of the legal use of health records and relevant documents,

COURSE OUTCOME:

1. Students learn to maintain the complete accurate record of health timely.
2. Knowledge about the legal use of health records and relevant documents.
3. Students learn to identify and filing Methods, Storage, and Retention

Practical:

Actual handling of medical records

1. Medical Records for different patient encounters with health care facility

- a. Ambulatory Care Records {Emergency & Outpatient Records}
- b. Clinical Records in Long Term Care and Rehabilitation Facilities

2. Filing Methods, Storage, and Retention

- a. Numbering and Filing Systems
- b. Filing
- c. Storage- Microfilming and Disk Storage
- d. Retention
- e. Registers & Indexes
- f. Record movement control & Tracking system

Reference books

1. Oachs PK, Watters A, editors. Health information management: Concepts, principles, and practice. Chicago, IL: Ahima; 2016.
2. LaTour MK. Eichenwald Shirley Maki (2010) Health Information Management, Concepts, Principles, and Practice. American Health Information Management Association; Chicago, Illinois.
3. Health Information Management: Principles and Organization for Health Information Services, 6th Edition, Margaret A. Shurka(Editor)
4. Essentials of Health Information Management: Principles and Practices Book by Mary Jo Bowie and Michelle A. Green
5. Foundations of Health Information Management Book by Melissa LaCour and Nadinia A. Davis

MEDICAL TERMINOLOGY & PROCEDURES PRACTICAL

Subject Code: GHPMS1-206

L T P C
0 0 4 2

60 Hours

COURSE OBJECTIVES:

- 1 Identify structures in the body and analyze their relationship when other structures
2. Employ the scientific process for understanding principles of Anatomy and Physiology.
3. Demonstrate practical knowledge of human gross and microscopic Anatomy using human cadavers and prepared histological slides.

COURSE OUTCOME:

- 1 Knowledge about Identifying structures in the body and analyze their relationship when other structures
2. Understand the principles of Anatomy and Physiology.
3. Knowledge about demonstrating the practical knowledge of various organ system.

COURSE SYLLABUS

1. Demonstration of Digestive system
2. Demonstration of Respiratory system
3. Demonstration of Circulatory system
4. Demonstration of Reproductive system
5. Demonstration of Nervous system

Recommended Text Books / Reference Books:

1. Principles of Anatomy & Physiology – By Gerard J. Tortora.
2. Anatomy & Physiology in Health & Illness – By Anne Waugh –Churchil Livingstone.
3. Anatomy & Physiology for Nurses – By Evelyn Pearce – Indian Edition – Jaypee Brothers, New Delhi.
4. Dorland's Pocket Medical Dictionary.
5. Taber's Cyclopedic Medical Dictionary – Fadavis Philadelphin.
6. Manical Manual of Anatomy – By Sampath Madhyastha – CBS Publication.

PROJECT / FIELD WORK

Subject Code: GHPMS1-207

240 Hours

L	T	P	C
0	0	16	8

Course Objectives: This subject will lead to practical understanding of the procedures. Project report making lead to an introduction on research investigations.

Course details:

Students have to carry out a research project under the supervision of a faculty/hospital administration. The project report has to be prepared on the basis of the research work carried out. The assessment is done on the basis of the work done and the presentation and viva.