HM107 : Computer Applications in Hospital Administration

1. Objectives   :

With the changing environment and force of Government regulations, technological innovation and quality certification has mere importance. Computerized information handling is a part this changing environment and the course is formulated for the same.
Student will get to know and equipped with the ways and techniques of paperless work.

2. Scope   :

Unit 1
Introducing to Computing
Fundamental of Computers, Generation of Computers, Anatomy of Computers, Classification of Computers, Input and Output devices, Memory and operating system, Programming languages, Data processing

Unit 2
Introduction to Windows
Application in Windows – Word processing (MS Word), Spreadsheet (MS Excel), Presentation (MS Power Point), Relational databases (MS Access)

Unit 3
Basic concepts about computer Hardware & Software
Working knowledge of commonly used hospital software, Application of Computer in hospitals, Computer programme and operating system, Data Based Concept (ER diagram), Microsoft Office, SQL, ERP system with modules (theory), Importance of effective Health Information system, Digital maintenance of Medical Records

Unit 4
Application of statistical tools in the areas of Health services, as
Awareness on the application of IT in Various functions of Hospital, Atleast one software of Hospital Management Information System with practical exposure at a concerned hospital

Suggested Practicals:

- Mail Merge using MS Word
- Functions application using Excel
- Profit Analysis using Excel
- Vendor Analysis using Excel
- Lead Time Analysis using Excel
- Electricity billing using Excel
- Grade Analysis using Excel
- Budget Consumption using Excel
- Miscellaneous Exercise