



DIPLOMA OF HOSPITAL MANAGEMENT AND MEDICAL RECORDS

This diploma aims to develop the skills of participants in modern hospital management, including planning, organizing, leading, and controlling hospitals and healthcare facilities. It emphasizes adapting to the changing environment and the modern applications of medical records.

The course exposes students to an understanding of medical records and its integral role to patient healthcare quality and effective health planning. Learners who enroll in this programme undertake various core modules to build their knowledge, skills and competencies for quality data collection, storage, retrieval, and use. To fulfill the requirement of the programme, learners must complete nine core modules, medical records project (Disease classification and coding) and work skills and integrated learning.

Program	Diploma of Hospital Management and Medical Records	
Credit Hours	72 Credits	
Duration	Academic Year (9 Months)	
SUBJECT	CREDIT HOURS	CODE
English Language 101	3	EN101
English Language 102	3	EN102
Principles of Business Administration	6	BA71
Organizational Behavior	6	BA72
Principles of Financial Accounting	3	AF81
Principle of Marketing	6	DM131
Introduction to Human Resources Management	6	HR222
Communication and soft skills	3	BA78
Hospital Administration	3	HM104
National Health Program	3	HM106
Hospital Information System and Statistics	6	HM107
Hospital Records Standards And Policies	3	HM108
Medical Records Management	3	HM110
System Practical Training	18	HM111