©2023 TVET CDACC

091906T4HRI

HEALTH RECORDS AND INFORMATION TECHNOLOGY LEVEL 6

HE/OS/HR/CR/04/6/A

File Medical Records

July /Aug 2023

PRACTICAL ASSESSMENT

INSTRUCTIONS TO CANDIDATE

1. Time allocation: **30 Minutes** for performing tasks.
2. In this practical assessment you are required to perform the following **two** tasks:

   A) You are provided with **5** patient's files to file. Demonstrate how you will file them correctly.

   B) Retrieve five files from the filing area to be taken to eye clinic
3. You are provided with the following resources to carry out the tasks:
   - Patient's files
   - Filing area
   - Sorting table
   - Tracer cards
   - Tracer book
   - Kik-stool/ladder