©2023 TVET CDACC

091906T4HRI
HEALTH RECORDS AND INFORMATION TECHNOLOGY LEVEL 6

HE/OS/HR/CR/07/6/A
MANAGE ELECTRONIC HEALTH
July /Aug 2023

TVET CURRICULUM DEVELOPMENT, ASSESSMENT AND CERTIFICATION COUNCIL (TVET CDACC)

PRACTICAL ASSESSMENT

INSTRUCTIONS TO CANDIDATE

In this assessment, you are required to complete the following tasks:

1. From manual appointment, create a spreadsheet in electronic format using excel to book clinic for diverse dates and illness.
2. Share the appointment with physician through secure email.

You are provided with the following resources;

- Computer installed with MS office
- Computer accessories, power source
- Manual appointment record with 5 patients
- Email to receive the appointment list
- Stationaries
- Internet

You have **40 Minutes to** carry out the tasks above