

091905T4HRI

HEALTH RECORDS AND INFORMATION TECHNOLOGY LEVEL 5

HE/OS/HR/CR/07/5/A

Archive Medical Records

July/Aug 2023



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

WRITTEN ASSESSMENT

Time: 3 hours

INSTRUCTIONS TO CANDIDATES

- 1. This paper has three sections A, B and C.**
- 2. You are provided with a separate answer booklet.**
- 3. Marks for each question are as indicated.**
- 4. Do not write on the question paper.**

This paper consists of 7 printed pages

**Candidates should check the question paper to ascertain that all pages
are printed as indicated and that no questions are missing**

SECTION A: (20 Marks)

*Answer **all** questions in this section.*

Each question carries one Mark.

1. Records that are no longer referenced on a regular basis and tend to be stored in a less accessible place since they are not used frequently are?
 - A. Archived
 - B. Disposed
 - C. Destroyed
 - D. Sold.
2. Why should shelving not be fixed directly to exterior walls?
 - A. Prevent damp
 - B. Prevent theft
 - C. Prevent rust
 - D. Prevent conspicuousness
3. Medical file be made of ?
 - A. Dull color
 - B. Strong material
 - C. Weak material
 - D. Smelly material
4. The act of removing unnecessary files from the active record is called?
 - A. Filing
 - B. Disposal
 - C. Destruction
 - D. Weeding