

**091905T4HRI**

**HEALTH RECORDS AND INFORMATION TECHNOLOGY LEVEL 5**

**HE/OS/HR/CR/05/5/A**

**File 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 8 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. Filing means?
  - A. Systematic way of keeping of the documents in a prescribed manner in the patients' folder, ensuring that all the records are arranged according to the dates
  - B. Systematical way of keeping of patients records in a prescribed manner in a shelf.
  - C. Arranging the folders according to the inpatient registration numbers first initiated first
  - D. Check if everything is appropriately filed to avoid misfiling.
2. Putting the files into good order before being filed is?
  - A. Sorting
  - B. Editing
  - C. Checking
  - D. Filing
3. There are three types of filing /system. Which one of the following is a type of filing system most suitably used in health records in level V and level VI hospitals?
  - A. Alphabetical filing system
  - B. Chronological filing system
  - C. Numerical filing system
  - D. Terminal digit filing system
4. The advantages of terminal digit filing system include:
  - A. Only every 100<sup>th</sup> new medical record will be filed in the same primary section of the file
  - B. Easy to misfile, one must consider all digits
  - C. Easy to transcribe numbers where one digit is wrongly written or read
  - D. It is not feasible to assign filing responsibility to one clerk since most of the records and loose sheets are filed in the same area.