

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)**

PRACTICAL ASSESSMENT

Instructions to candidates

1. Time allocated is TEN(10) minutes for preparation and THIRTY (30) minutes for performing tasks.
2. In this practical assessment you are required to perform the following two tasks:
 - a) You are provided with TEN patients' files. You are required to file them correctly.
 - b) Retrieve SIX files from the filing area to be taken to MOPC.
3. You are provided with the following resources to carry out the tasks:
 - Patient files
 - Filing area
 - Sorting table
 - Tracer cards
 - Tracer book
 - Kick stool/ladder
 - Stationery