

**091906T4HRI**

**HEALTH RECORDS AND INFORMATION TECHNOLOGY LEVEL 6**

**HE/OS/HR/CR/08/6/A**

**MANAGE HEALTH RECORDS**

**NOV /DEC 2023**



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

**INSTRUCTION TO THE ASSESSOR**

1. You are required to mark practical as the candidate perform the task.
2. You are required to take video clips at critical points.
3. Ensure the candidate has a name tag and registration code at the front.

**OBSERVATION CHECKLIST**

|                                               |                              |
|-----------------------------------------------|------------------------------|
| <b>Candidate's Name &amp; Reg. No.</b>        |                              |
| <b>Assessor's Name &amp; Reg. Code/ID No.</b> |                              |
| <b>Unit of Competence</b>                     | <b>MANAGE HEALTH RECORDS</b> |
| <b>Venue of Assessment</b>                    |                              |
| <b>Date of Assessment</b>                     |                              |

| (Award maximum marks if correct and zero marks if wrong)                                                                                                                                                                                                                 |                 |               |         |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|---------------|---------|
| Items to be evaluated: <i>Please award marks as appropriate. Give a brief comment on your observation.</i>                                                                                                                                                               | Marks Allocated | Marks Awarded | Comment |
| <b>TASK 1</b>                                                                                                                                                                                                                                                            |                 |               |         |
| 1. Adhered to safety as per work place procedures: <ul style="list-style-type: none"> <li>• Wearing student name tag</li> <li>• Worn lab coat</li> </ul> <i>(Award 1 mark or 0 for each adhered to a max of 2)</i>                                                       | <b>2</b>        |               |         |
| 2. Pulled out the inactive files from the list provided<br><i>(Award 1 mark or 0 for each)</i>                                                                                                                                                                           | <b>6</b>        |               |         |
| 3. Sorted the inactive files correctly<br><i>(Award 1mark foreach file)</i>                                                                                                                                                                                              | <b>6</b>        |               |         |
| 4. Filed the 6 files successfully<br><i>(Award 1mark for each file)</i>                                                                                                                                                                                                  | <b>6</b>        |               |         |
| 5. Retrieved 5 files to be taken to MOPC<br><i>(Award 1mark for each file)</i>                                                                                                                                                                                           | <b>5</b>        |               |         |
| 6. Traced the 5 files<br><i>(Award 1mark for each file)</i>                                                                                                                                                                                                              | <b>5</b>        |               |         |
| 7. Replaced the filed retrieved with a common tracer card<br><i>(Award 1mark for each file)</i>                                                                                                                                                                          | <b>5</b>        |               |         |
| <b>Sub Total Marks</b>                                                                                                                                                                                                                                                   | <b>35</b>       |               |         |
| <b>ASSESSMENT OUTCOME</b>                                                                                                                                                                                                                                                |                 |               |         |
| <p><b>The candidate was found to be:</b></p> <p style="text-align: center;">Competent <input type="checkbox"/> Not yet competent <input type="checkbox"/></p> <p><i>(Please tick as appropriate)</i></p> <p><i>(The candidate is competent if she/he gets 50 %.)</i></p> |                 |               |         |
| <b>Feedback to candidate:</b>                                                                                                                                                                                                                                            |                 |               |         |