

091906T4HRI

HEALTH RECORDS AND INFORMATION TECHNOLOGY LEVEL 6

HE/OS/HR/CR/07/6/A

MANAGE ELECTRONIC HEALTH

NOV/DEC 2023



INSTRUCTIONS TO THE ASSESSOR

1. You are required to mark the practical as the candidate performs the tasks.
2. You are required to take video clips at critical points.
3. Ensure the candidate has an identification tag pinned at the back and front near the shoulders showing Candidate's name and registration code.

OBSERVATION CHECKLIST

Candidate's name & Registration No.			
Assessor's name & Id code			
Unit(s) of Competency			
Venue of Assessment			
Date of assessment			
Items to be evaluated:	Maximum marks to allocate	Marks awarded	Comments
TASK 1			
1. Opened MS Word <i>(Award 1 mark or 0)</i>	1		
2. Entered the Outpatient form title correctly <i>(Award 2 marks or 0)</i>	2		
3. Typed the patient personal details <i>(Award 1 mark for each section)</i>	10		
4. Typed socio-economic status <i>(Award 1 mark for each section)</i>	4		
5. Typed next of kin information <i>(Award 1 mark for each section)</i>	4		
6. Typed other persons to be contacted item <i>(Award 1 mark for each section)</i>	4		
7. Typed previous attendance information <i>(Award 1 mark for each section)</i>	6		
8. Typed payment mode <i>(Award 1 mark for each section)</i>	5		
9. Typed interviewer information <i>(Award 1 mark for each section)</i>	6		
10. Typed the final instruction <i>(Award 2 marks or 0)</i>	2		