

091905T4HRI

HEALTH RECORDS AND INFORMATION TECHNOLOGY LEVEL 5

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

FILE MEDICAL RECORDS

NOV/DEC 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 in this section is one Mark.

1. Advantage of shelf filing is that;
 - A. More records can be filed on the shelves than in the cabinets.
 - B. If the shelves are constructed high light cannot penetrate the lowest shelves
 - C. If shelves are constructed high the shortest clerk has to climb the ladders or the kit stools
 - D. Shelves are not dust proof
2. Standard gauge filing area should have inches in its gangways.
 - A. 5 ft
 - B. 3 ft
 - C. 5 inches
 - D. 1 inch
3. There are three types of filing system is the most appropriate filing system suitable for 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. In the unit medical record, the unit is the.
 - A. Patient
 - B. Master index
 - C. Folder
 - D. Record