

091905T4HRI

HEALTH RECORDS AND INFORMATION TECHNOLOGY LEVEL 5

HE/OS/HR/CR/07/5/A

ARCHIVE 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 two 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 EIGHT (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)

Attempt ALL Questions (Each 1 Mark)

1. is the primary purpose of archiving medical records.
 - A. To free up physical storage space
 - B. To ensure patient confidentiality
 - C. To improve data access
 - D. To reduce administrative costs
2. The federal law in the United States that governs the retention of medical records is;
 - A. Health Insurance Portability and Accountability Act (HIPAA)
 - B. Americans with Disabilities Act (ADA)
 - C. Family Educational Rights and Privacy Act (FERPA)
 - D. Occupational Safety and Health Administration (OSHA)
3. The role of a medical records custodian is.....
 - A. Billing and coding
 - B. Archival and storage
 - C. Patient care
 - D. Laboratory testing
4. Which of the following is not a common method of archiving medical records?
 - A. Physical paper files
 - B. Electronic health records (EHRs)
 - C. Microfilm
 - D. Audio recordings
5. is the purpose of indexing medical records.
 - A. To categorize patients by age
 - B. To organize records for easy retrieval
 - C. To bill insurance companies
 - D. To update patient demographics