

091905T4HRI

HEALTH RECORDS AND INFORMATION TECHNOLOGY LEVEL 5

HE/OS/HR/CR/08/5/A

MANAGE HEALTH 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 is one Mark.

1. The act of ensuring that medical records are maintained in order in the patient file is known as;
 - A. Editing
 - B. Auditing
 - C. Coding
 - D. Scheduling
2. The system of medical records management where the patient is only allowed one registration number is called;
 - A. Serial system
 - B. Terminal digit
 - C. Unit record system
 - D. Color coding
3. Which of the following pairs consist of the two main types of medical record files classification?
 - A. Individual and community
 - B. Active and inactive
 - C. Government and private
 - D. Acute and chronic
4. Which one of the following is least considered during the storage of medical records?
 - A. Accessibility
 - B. Timeliness
 - C. Security
 - D. Aesthetic value
5. The movement of a medical patient file is monitored by;
 - A. Tracer card
 - B. Master index
 - C. Computers
 - D. Storage