

091906T4HRI

HEALTH RECORDS AND INFORMATION TECHNOLOGY LEVEL 6

HE/OS/HR/CR/04/6/A

File Medical Records

July /Aug 2023



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 with his/her registration code

OBSERVATION CHECKLIST

Candidate's name & Registration Code			
Assessor's name & Registration Code			
Venue of Assessment			
Date of assessment			
Items to be evaluated: <i>Please award marks as appropriate. Give a brief comment on your observation.</i>	Marks available	Marks obtained	Comments
1. Worn a lab coat 2. Worn a student name tag <i>(Award 1 mark for each item)</i>	2		
3. Sorted the patient's files correctly <i>(Award 1 mark for each file)</i>	5		
4. Filed each patient's file correctly <i>(Award 1 mark for each file)</i>	5		
5. Used available auxiliary equipment <ul style="list-style-type: none"> • Kik stool/ladder • Sorting equipment <i>(Award 1 mark for using each equipment)</i>	2		
6. Retrieved five patient's files from the filing area. <i>(Award each patient's file 1 mark)</i>	5		
7. Recorded the following data in the tracer book correctly <ul style="list-style-type: none"> • Full name of the patient • File hospital number • Signature of the borrower • Date of extraction 	7		

<ul style="list-style-type: none"> Reason for extraction Destination Signature of whoever is releasing the file <p><i>(Award 1 mark for each data/information)</i></p>			
<p>8. Placed tracer card in the space he/she removed the files correctly</p> <p><i>(Award 1 mark for each correct placement)</i></p>	5		
Total	31		
ASSESSMENT OUTCOME			
<p>The candidate was found to be:</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 the candidate obtains at least 50%)</i></p>			
Feedback from candidate:			
Feedback to candidate:			
Candidate's Signature		Date	
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Assessor's Signature		Date	
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