

091906T4HRI

HEALTH RECORDS AND INFORMATION TECHNOLOGY LEVEL 6

HE/OS/HR/CR/03/6/A

Register Patient

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 and registration code at the front.

OBSERVATION CHECKLIST

Candidate's Name & Reg. No.	
Assessor's Name & Reg. Code/ID No.	
Unit of Competence	
Venue of Assessment	
Date of Assessment	

(Award maximum marks if correct and zero marks if wrong)			
Items to be evaluated: <i>Please award marks as appropriate. Give a brief comment on your observation.</i>	Marks Allocated	Marks Awarded	Comment
1. Adhered to safety as per work place procedures: • Worn a candidate name tag • Well groomed <i>(Award 1 mark or 0 for each)</i>	1 1		
2. Greeted the patient <i>(Award 1 mark or 0)</i>	1		
3. Introduced herself/himself to the patient <i>(Award 1 mark or 0)</i>	1		
4. Welcomed the patient and assured the patient of good service <i>(Award 1 marks or 0)</i>	1		
5. Provided seat to the patient <i>(Award 1 marks or 0)</i>	1		
6. Demonstrated affiliate smile to the patient <i>(Award 1 marks or 0)</i>	1		
7. Established whether the client is a new or revisit client <i>(Award 2marks or 0)</i>	2		
8. Picked the correct MoH register as per the age, among the list of registers provided <i>(Award 2marks or 0)</i>	2		
9. Captured the following bio-data from the patients; i. Full name ii. Age iii. Residence iv. Gender/sex	6		

v. Occupation vi. Nex of Kin (Award 1marks or 0 for each)			
10. Generated unique identification number (Award 2 marks or 0)	2		
11. Provided the generated unique identification number to the client (Award 2marks or 0)	2		
12. Submitted the patient case note/case card to the next point of service (Award 2 mark or 0)	2		
13. Directed the patient appropriately to the next point of service (Award 1 mark or 0)	1		
Sub Total Marks	24		
ASSESSMENT OUTCOME			
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The candidate was found to be: Competent ☐ Not yet competent ☐ <i>(Please tick as appropriate)</i> <i>(The candidate is competent if she/he gets 50 %.)</i>			
Feedback to candidate:			
Feedback from candidate:			
Candidate's Signature _____ Date			
Assessor's Signature _____ Date			

