

091905T4HRI

HEALTH RECORDS AND INFORMATION TECHNOLOGY LEVEL 5

HE/OS/HR/CR/01/5/A

Register Patients

July/August 2024



**TVET CURRICULUM DEVELOPMENT, ASSESSMENT AND CERTIFICATION
COUNCIL (TVET CDACC)**

WRITTEN ASSESSMENT

3 HOURS

INSTRUCTIONS TO CANDIDATE

1. This paper consists of two sections; **A** and **B**
2. Answer **ALL** the question as guided in each section
3. Marks for each question are as indicated in the brackets
4. You are provided with a separate answer booklet to answer the questions
5. Do not write in this question paper

This paper consists of THREE (3) 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 (40 MARKS)

Answer all questions in this section

1. With the advancement in technology, many hospitals are now embracing digital registration as opposed to manual system. Outline FOUR benefits of electronic registration over manual system. (4 Marks)
2. As a health records and information officer working at outpatient department, outline FOUR objectives of patient registration. (4 Marks)
3. Centralized waiting list is held in one office and contains the names of all patients waiting admissions in a health care facility. State FOUR advantages of a centralized waiting list. (4 Marks)
4. Appointment system is a systematic way of giving a specific date, time and venue of the clinic to an individual patient/ client. Highlight FOUR possible reasons why patients may miss appointment. (4 Marks)
5. Special clinics offer specialized health care services to patients. Outline FOUR types of special clinics in a health facility. (4 Marks)
6. As a health records and information technician, you have been tasked to work at the reception. State FOUR functions done at the reception in a health facility. (4 Marks)
7. As health records and information technologist, name FOUR ways on how you can ensure patients data and information is secured. (4 Marks)
8. Patient registration system serves as the primary point of entry for patients into the healthcare system. Highlight TWO types of patient registration system. (4 Marks)
9. During registration process, certain patients might be given priority over others. List FOUR categories of patients that are given priority over others when doing registration. (4 Marks)
10. As a health record and information technician working at the reception. Enumerate FOUR qualities of a good receptionist. (4 Marks)

SECTION B (60 MARKS)

Answer three questions in this section.

11. It's very important for an HRIT to understand the practices in in health records management:
- a) Define the following terms as used in medical records practice: (10 Marks)
 - i. Registration
 - ii. Unit system
 - iii. Reception
 - iv. Appointment
 - v. Health record
 - b) Enumerate FIVE factors to consider when establishing a health reception office. (10 Marks)
12. You have received health records and information students for their attachment and you are supposed to take them through the activities that take place during registration.
- a) Discuss FIVE patient bio data that can be captured during registration. (10 Marks)
 - b) Name FIVE registers used in the health facility. (10 Marks)
13. The life cycle concept holds that recorded information has a “life” similar to that of a biological organism.
- a) Discuss the THREE phases of health records. (12 Marks)
 - b) In order to achieve the objectives of record management, the health records manager must ensure the correct application of the concept of the life cycle to all records in the organization. Explain FOUR qualities of a health records technician. (8 Marks)
14. Electronic registration is considered to be a vital tool of information and communication technology (ICT) to improve the quality of medical care, but the limited adoption of EMR by physicians is a hindrance to its successful implementation.
- a) Explain FIVE potential barriers in the adoption of EMR. (10 Marks)
 - b) Explain FIVE possible solutions to the barriers in the adoption of EMR. (10 Marks)

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