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HEALTH RECORDS AND INFORMATION TECHNOLOGY LEVEL 5

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

File Medical Records

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 from this section.

1. You have been posted in a new established hospital as a health records and information technician and your first task is to establish a filing area. State FOUR qualities of a good filing area. (4 Marks)
2. Ancillary equipment used in filing are important in management of health records. List FOUR ancillary equipment used in health records department. (4 Marks)
3. Special health records are initiated and handled differently from other records maintained in health records department. Name FOUR special records maintained in health records department. (4 Marks)
4. Medical records can be filled either digitally or manually, state FOUR advantages of filing medical records digitally. (4 Marks)
5. You have been sent to benchmark at the department of health records and information in one of the national hospitals in the country. Upon arrival you discover the hospital is using straight numerical filing system. State FOUR demerits of straight numerical filing system you could note. (4 Marks)
6. Reception is the art of greeting and welcoming the patient or client in a recommended manner. Highlight FOUR functions of a reception in a health facility. (4 Marks)
7. Color coding is an essential filing activity in every hospital set-up. Outline FOUR importance of color coding in filing. (4 Marks).
8. As a newly appointed Health Records and Information Officer, you have realized that there is a lot of misfiling within the department. Enumerate FOUR causes of misfiling. (4 Marks)
9. Patient's file is very useful as far as patients' health is concerned. Outline FOUR occasion that patient's file may be retrieved. (4 Marks)
10. As a health records and information technician. Name FOUR filing equipment used to file case records. (4 Marks)

SECTION B (60 MARKS)

Answer *three* questions in this section.

11. Documentation of patient information begins during registration. The health records officers can register patients manually or using electronic registration system available at the facility. The documented details need to be secured and shared to specific individuals.
- a) Highlight FIVE security measures to ensure that e-registers are secure. (10 Marks)
 - b) Discuss FIVE circumstances under which details captured in patient register and medical records can be disclosed. (10 Marks)
12. An efficient appointment system of patients in hospital can reduce waiting time, increase patient satisfaction and save resources in the health sector.
- a) Explain THREE types of appointment system in a well-established and organized health facility. (12 Marks)
 - b) Explain FOUR activities to be performed by a health records technician during clinic preparation in hospital. (8 Marks)
13. Patients' registration is one of key functions of health records and information department.
- a) Highlight FIVE factors that you would consider when making a choice of the equipment to be used in filing. (10 Marks)
 - b) Explain FIVE techniques for filing medical records. (10 Marks)
14. The health records and information technician in the facility is expected to co-ordinate the day administrative functions with other department in a hospital. Name TEN departments a health records and information technician are expected to interact with. (20 Marks)

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