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HEALTH RECORDS AND INFORMATION TECHNOLOGY LEVEL 5

HE/OS/HR/CR/07/5/A

Archive Medical Records

July/August 2024



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

WRITTEN ASSESSMENT

3 HOURS

INSTRUCTIONS TO CANDIDATES

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. Archiving is the process of determining the archival value and ultimate disposition of medical records. Highlight TWO principles of archiving. (4 Marks)
2. Archiving plays a key role in ensuring that medical records are available when needed. State THREE reasons for archiving patient data. (3 Marks)
3. There is a specific time that medical records should be kept following the various medical records regulations.
 - a) Enumerate FOUR importance of weeding medical files from the library. (4 Marks)
 - b) State THREE reasons why color coding important at enhancing filing of patient records. (3 Marks)
4. As a Health records officer in-charge of Kombo Health center, students come to your facility on attachment at the filing area. Briefly take them through the difference between active and inactive files. (4 Marks)
5. Medical records have different retention periods before they are destroyed. State THREE Circumstances under which medical records are not to be destroyed. (3 Marks)
6. Identify FOUR measures that a medical records officer should put in place prior to destruction of medical records. (4 Marks)
7. Medical records retention requires one to observe several policies. State FOUR requirements for medical records retention. (4 Marks)
8. Filing is the systematic arrangement of files considering certain pattern. State FOUR types of the filing systems that can be used when archiving medical records in archival area. (4 Marks)
9. The Public Records Act stipulates that authorities responsible for public records have a duty to make proper arrangements for selecting those records which should be permanently preserved and for disposal of the rest. State THREE records that should not be destroyed according to the Act. (3 Marks)
10. There are a number of factors to consider before establishing an archival area. Enumerate FOUR factors to consider when establishing area for archiving medical records. (4 Marks)

SECTION B (60 MARKS)

*Answer **three** questions in this section*

11. Medical records archival refers to the process of systematically storing and maintaining a patient's medical information and healthcare documentation for an extended period, typically for legal, historical, research, or administrative purposes.
- a) Highlight any FIVE legal aspects of medical records. (10 Marks)
 - b) Discuss FIVE circumstances under which archived information of patient's records can be disclosed to any third party. (10 Marks)
12. You have been a health records technician at Racecourse hospital for the last three years. During your working at this hospital, you realized there have been challenges when it comes to archiving health records manually. Discuss FIVE reasons you would explain to the management to adopt e-archival system. (20 Marks)
13. Paper-based records containing resident-identifiable data must be destroyed in a manner that makes it impossible to reconstruct and read the information.
- a) Briefly discuss FIVE methods of medical records destruction. (10 Marks)
 - b) Enumerate TEN methods one can use to conserve records in an archive. (10 Marks)
14. Records management, preservation and conservation have always been a challenge to many African institutions. Discuss FIVE factors contributing to this state. (20 Marks)

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