

091905T4HRI

HEALTH RECORDS AND INFORMATION TECHNOLOGY LEVEL 5

HE/OS/HR/CR/04/5/A

File Medical Records

July/August 2024



**TVET CURRICULUM DEVELOPMENT, ASSESSMENT AND CERTIFICATION
COUNCIL**

PRACTICAL ASSESSMENT

TIME: 30 MINUTES

INSTRUCTIONS TO CANDIDATE.

1. Do not write on the question paper.
2. A separate plain paper will be provided.
3. Return this paper to assessor at the end of the assessment

PRACTICAL TASKS

1. You are required to perform the following tasks:
 - a) **TASK 1:** You have received TEN patients' files from GOPC that took place yesterday, file them correctly.
 - b) **TASK 2:** Using the file numbers provided, retrieve TEN patient files from the filing area to be taken to clinic.
2. You are provided with the following resources to carry out the tasks:
 - i. Patient's files
 - ii. Filing area
 - iii. Sorting table
 - iv. Tracer cards
 - v. Tracer book
 - vi. Kik-stool/ladder
 - vii. Patient file numbers

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