

**091905T4HRI**

**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)**

**PRACTICAL ASSESSMENT**

**TIME: 1 HOUR**

**INSTRUCTIONS TO CANDIDATE.**

1. Do not write on the question paper.
2. Return this paper to assessor at the end of the assessment

## **PRACTICAL TASKS**

1. **TASK 1:** You are HRIO in Hospital P, given that the national retention schedule requires that records are retained for 5 years and that the hospital has a retention policy which stipulates that, “all inactive files should be moved to the archival area.” Demonstrate how you will archive inactive files that are already presented to you on the sorting table.
  
2. You are provided with the following resources to carry out the task above:
  - i. A working space
  - ii. Institutional Retention policy document
  - iii. Simulated archival area/archival boxes
  - iv. Mixed files (4 active and 4 inactive)
  - v. Sorting Table
  - vi. Chair

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