

**091906T4HRI**

**HEALTH RECORDS AND INFORMATION TECHNOLOGY -LEVEL 6**

**HE/OS/HR/CR/08/6/A**

**MANAGE HEALTH RECORDS**

**NOV /DEC 2023**



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

**WRITTEN ASSESSMENT**

**Time: 3 hours**

**INSTRUCTIONS TO CANDIDATES**

1. This paper has two sections **A** and **B**.
2. You are provided with a separate answer booklet.
3. Marks for each question are as indicated.
4. Do not write on the 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. As a health records and information officer, define the following terms as used in health records management:
  - a) Editing (2 Marks)
  - b) Sorting (2 Marks)
2. As a health records and information officer, state any FOUR roles you are likely to perform in a hospital. (4 Marks)
3. As a health records and information officer, one of the skills you are required to possess is communication skills. Identify FOUR possible barriers to effective communication in a hospital (4 Marks)
4. State TWO factors that one should consider when selecting a case folder (2 Marks)
5. Initiation of patient's records begins with the identification process where certain particulars are collected from the patients during registration. Recall any FOUR particulars collected during registration. (4 Marks)
6. Health records indices play key role in the management of health records. As a health records and information officer, state FOUR types of indices used to maintain health records. (4 Marks)
7. Sources of admission can come from different sources. Identify FOUR sources of admission. (4 Marks)
8. Highlight FOUR factors to consider when establishing a health records office. (4 Marks)
9. Outline the FOUR main stages of medical records? (4 Marks)
10. Special health records are records dealing with special cases needing special health care. Name any TWO types of special health records. (2 Marks)
11. As a qualified Health Records and Information Manager, explain two ways you can avoid duplication (4 Marks)

**SECTION B: (60 Marks)**

*Answer any **THREE** questions in this section.*

12. Scheduling appointments is one of the key roles of a health records and information officer.
- a) Define the term appointment system (2 Marks)
  - b) Explain any **FOUR** concepts of appointment scheduling (8 Marks)
  - c) Explain **FIVE** purposes of scheduling and follow-up (10 Marks)
13. Disclosure of patient information is one of the legal aspects of health records.
- a) Explain **FIVE** situations under which contents of patients' records can be disclosed (10 Marks)
  - b) Apart from disclosure of patient information, explain other **FIVE** medical legal aspects (10 Marks)
14. Health records can be grouped into several categories.
- a) Describe **THREE** categories under which all health records fall. (6 Marks)
  - b) Explain **SEVEN** uses of health records (14 Marks)
15. It is vital that health records are appropriately retrieved and tracked to ensure they can be located as and when required to assist in the provision of quality care. This can be done manually or electronically.
- a) Explain **FOUR** benefits of electronic tracking system (8 Marks)
  - b) Describe the **FOUR** types tracing of systems (12 Marks)

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