

**091906T4HRI**

**HEALTH RECORDS AND INFORMATION TECHNOLOGY LEVEL 6**

**HE/OS/HR/CR/04/6/A**

**FILE MEDICAL RECORDS**

**NOV/DEC 2023**



**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 from this section*

1. Distinguish between chronological filing system and alphabetical filing system  
(4 Marks)
2. Medical records can be filled either digitally or manually, state THREE advantages of filing medical records digitally  
(3 Marks)
3. List THREE ways you would tell that the filing system used in your department is terminal digit filing and not a straight numerical filing system  
(3 Marks)
4. You have been appointed as a health records and information officer at hospital x to establish a health records department. State FOUR factors that you would consider when making a choice of the equipment to be used in filing.  
(4 Marks)
5. Hospital X is using straight numerical filling system. State FOUR demerits of straight numerical filling system  
(3 Marks)
6. Color coding is an essential filling activity in every hospital set up. Outline THREE importance of color coding in filing  
(3 Marks)
7. There are several filling techniques that can be applied for effective filling. List FOUR medical records filing techniques.  
(4 Marks)
8. Medical records auditing is crucial in health records management. Give THREE importance of auditing medical records  
(3 Marks)
9. Medical records can be collected at different points within a facility set up. State THREE medical records collection points  
(3 Marks)
10. As a newly appointed Health Records and Information Officer, you have realized that there is a lot of misfiling within the department. Enumerate THREE causes of misfiling  
(3 Marks)
11. State FOUR occasion that patient's file may be retrieved  
(4 Marks)
12. In terminal digit system when six digits or more are used, it is divided into three parts. Identify the three parts of a terminal digit system.  
(3 Marks)

**SECTION B: (60 MARKS)**

*Answer any **THREE** questions*

13. HRIOs must have clear knowledge and skills on tracing systems.
- a) Explain FOUR tracing systems which can be used in tracking movement of health records in the hospital. (12 Marks)
  - b) Explain FOUR types of information which must be recorded on a health records tracer card (8 Marks)
14. Mr. Edwin has secured a job at a newly established facility and he needs some help from you on the filing requirements. Explain to him any TEN fundamental requirements of a filing system (20 Marks)
15. Filing case records and x-rays is quite different from the other medical records.
- a) Discuss any FIVE filing equipment used to file case records and x-rays (10 Marks)
  - b) Explain any FIVE special records that can be filed in a facility (10 Marks)
16. Good filing system is key in data storage and retrieval;
- a) Explain FOUR filing rules (8 Marks)
  - b) Discuss any FOUR primary health records filing equipment commonly used in health facilities (12 Marks)

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