

091906T4HRI

HEALTH RECORDS AND INFORMATION TECHNOLOGY LEVEL 6

HE/OS/HR/CR /05/6/A

ARCHIVE MEDICAL 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 FOUR (4) 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)

Attempt ALL Questions

1. Archiving medical records refers to the process of storing and preserving a patient's medical information and healthcare-related documents for an extended period, often for legal, regulatory, or historical purposes. Give any FOUR importance of archiving medical records (4 Marks)
2. Archival records contain sensitive and confidential patient information, making their proper management crucial for patient privacy, legal compliance, and the continuity of healthcare services. State any FOUR ways to prevent flood as a risk factor in the archival site (4 Marks)
3. Medical records retention is the practice of maintaining and preserving patient medical records for a specific period of time as required by laws and regulations. Give THREE requirements for medical records retention (3 Marks)
4. The primary purpose of an archive is to provide a means for preserving and making accessible materials that have enduring value. State any FOUR factors that should be considered when making a choice of the equipment to be used in an archive (4 Marks)
5. Medical records are comprehensive and confidential documents that contain information about a patient's medical history, health status, and healthcare interactions. Outline any FOUR ways by which security of the archived medical records can be employed (4 Marks)
6. Permanent retention of archival records is the practice of retaining medical records or data indefinitely without any predetermined disposal or destruction date. Give any FOUR reasons for selecting records for permanent retention (4 Marks)
7. A records officer, often referred to as a records management officer, is an individual responsible for overseeing the management of an organization's records and documents. State any FOUR ways how record officer coordinates destruction of records (4 Marks)
8. Records destruction, also known as record disposal is a systematic process of eliminating or disposing of documents or records that are no longer needed or have reached the end

of their retention period. Give any TWO circumstances under which records are not to be destroyed. (2 Marks)

9. A medical records archive building is a facility designed to store and manage the medical records and patient information of a healthcare institution. State any FOUR factors to consider when putting up a medical records archive building (4 Marks)
10. Medical records security enhances the protection and confidentiality of patient health information, including medical history, diagnosis, treatment, and other sensitive data. Give any FOUR ways by which security of the archived medical records can be employed (4 Marks)
11. Archival of medical records is associated with some risks which can have serious consequences for both patients and healthcare providers. State any THREE major risks involved in the archival of medical records (3 Marks)

SECTION B: (60 MARKS)

*Attempt only **THREE** Questions*

12. Knowing which records to keep, and for how long, is essential to ensuring legal and regulatory compliance.
- a) Discuss any FIVE filing techniques used in archives (10 Marks)
 - b) Describe any FIVE significant factors that can affect the physical quality and stability of the archival materials (10 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) Discuss any FIVE methods of medical records destruction (10 Marks)
 - b) Explain any FIVE measures that can be put in place to solve the problem of missing Paper-based records in archives (10 Marks)
14. Digital archives of medical records refer to the electronic storage and management of a patient's health information and medical history. These archives replace traditional paper-based medical records that was used in ancient years in health facilities.
- a) Discuss any FIVE advantages of digital archives over paper based (10 Marks)
 - b) Explain any FIVE factors that are contributing to slow adoption of digital archiving in most hospitals in Kenya (10 Marks)
15. 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) Explain any FIVE legal aspects of medical records archival (10 Marks)
 - b) Discuss FIVE main categories under which archived contents of patient's records can be disclosed to any third party. (10 Marks)

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