

091906T4HRI

HEALTH RECORDS AND INFORMATION TECHNOLOGY LEVEL 6

HE/OS/HR/CR/03/6/A

REGISTER PATIENTS

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. As a health records and information officer, what do you understand by the following terms:
 - a) Reception (2 Marks)
 - b) Patient pre-registration. (2 Marks)
2. Patient registration is a fundamental administrative process in healthcare settings where a patient's personal and medical information is collected and recorded for the purpose of creating a comprehensive patient record. State TWO categories in which patient registration falls.
3. Explain TWO reasons why accurate patient registration is important (4 Marks)
4. A Master Patient Index (MPI) is a critical component of healthcare information management systems. Explain TWO importance of using master patient index during patient registration. (4 Marks)
5. As a health records and information officer working at outpatient department, outline any FOUR objectives of patient registration (4 Marks)
6. Patient registration system serves as the primary point of entry for patients into the healthcare system. Explain TWO types of patient registration system. (4 Marks)
7. You are a health records and information officer station at the reception where you required to do patients registration. State the FOUR details you must capture on patient master index card during registration. (4 Marks)
8. A patient waiting list is a record or queue of individuals who are awaiting medical care, treatment or procedures within a healthcare system. State FOUR advantages of using centralized waiting list in hospital. (4 Marks)
9. During patient registration, patients are always asked whether they have insurance cover. Why is insurance information important during patient registration? (2 Marks)
10. Explain the role of the patient registration unit in ensuring patient privacy and data security (2 Marks)
11. During patient registration, you found that the patient is unable to recall the age. How can You find the age of the client? (2 Marks)
12. What procedures are in place to handle patients who arrive at the hospital without prior registration? (2 Marks)

13. A patient may miss appointment due to several factors. State FOUR reasons why patients may miss appointments. (4 Marks)

SECTION B: (60 MARKS)

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

14. Mr. N is employed as a health records officer. One of his roles is to register the patients visiting the hospital for treatment.
- a) Explain FIVE steps Mr. N must follow during out-patients' registration. (10 Marks)
 - b) Explain any FIVE Categories of patients that are given priority when registering patients. (10 Marks)
15. As a health records personnel, one of your roles is admission of patients which may come from various admission sources.
- a) Briefly discuss SIX Procedures for admitting patients from the waiting list. (12 Marks)
 - b) Explain FOUR sources of patients' admission in a healthcare facility. (8 Marks)
16. Explain FIVE steps Mr. N must follow during out-patients' registration.
17. After a patient has been seen at the health centre, he may be having some ailment which needs immediate and urgent attention in the accident and emergency department.
- a) Discuss SIX categories of disposing patients attending this department. (12 Marks)
 - b) Explain any FOUR importance of accident and emergency department in healthcare facility. (8 Marks)
18. As a newly appointed health record officer in charge of Sub County hospital, your first task is to design the most appropriate patient appointment system in the facility.
- a) Define the term appointment system. (2 Marks)
 - b) Briefly discuss THREE concepts of patients scheduling in hospital. (6 Marks)
 - c) Explain any THREE purpose of patient scheduling and follow up in hospital. (6 Marks)
 - d) Explain the THREE types of appointment system in hospital. (6 Marks)

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