

091906T4HRI

HEALTH RECORDS AND INFORMATION TECHNOLOGY LEVEL 6

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

FILE MEDICAL RECORDS

NOV/DEC 2023



PRACTICAL ASSESSMENT

INSTRUCTIONS TO CANDIDATE

1. Time allocation: **30 Minutes** for performing tasks.
2. In this practical assessment you are required to perform the following **two** tasks:

TASK 1:

You are provided with **nine** patient's files. Sort them and file them correctly

TASK 2:

Retrieve any **six** files from the filing area to be taken to **Gynecology Outpatient Clinic**.

3. You are provided with the following resources to carry out the tasks:
 - i. Sorting table
 - ii. Tracer cards
 - iii. Tracer book
 - iv. Filing area
 - v. Patient's files
 - vi. Stationaries
 - vii. Kik-stool/ladder