

091906T4HRI

HEALTH RECORDS AND INFORMATION TECHNOLOGY LEVEL 6

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

FILE MEDICAL RECORDS

NOV/DEC 2023



INSTRUCTION TO THE ASSESSOR

1. You are required to mark practical as the candidate perform the task.

OBSERVATION CHECKLIST

Candidate's name & Registration Code			
Assessor's name & Registration Code			
Venue of Assessment			
Date of assessment			
Items to be evaluated: <i>Please award marks as appropriate. Give a brief comment on your observation.</i>	Marks available	Marks obtained	Comments
1. Wore PPEs properly (dust coat, closed shoes). <i>(Award 1 mark for each PPE)</i>	2		
2. Sorted the patient's files correctly <i>(Award 1 mark for each file)</i>	9		
3. Filed each patient's file correctly <i>(Award 1 mark for each file)</i>	9		
4. Retrieved six patient's files from the filing area. <i>(Award each patient's file 1 mark)</i>	6		
5. Recorded patient's information in the tracer book correctly <i>(Award 1 mark for each file)</i>	6		
6. Placed tracer card in the space he/she removed the files correctly <i>(Award 1 mark for each correct placement)</i>	6		
Total	38		
ASSESSMENT OUTCOME			
The candidate was found to be:			
Competent <input type="checkbox"/> Not yet competent <input type="checkbox"/>			

<i>(Please tick as appropriate)</i> <i>(The candidate is competent if the candidate obtains at least 50%)</i>	
Feedback from candidate:	
Feedback to candidate:	
Candidate's Signature	Date
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Assessor's Signature	Date
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