

**091906T4HRI**

**HEALTH RECORDS AND INFORMATION TECHNOLOGY -LEVEL 6**

**HE/OS/HR/CR/08/6/A**

**MANAGE HEALTH RECORDS**

**NOV /DEC 2023**



**TVET CURRICULUM DEVELOPMENT, ASSESSMENT AND CERTIFICATION  
COUNCIL (TVET CDACC)**

**PRACTICAL ASSESSMENT**

**CANDIDATE INSTRUCTIONS:**

1. Time allocated for this assessment is **30 Minutes**
2. In this practical assessment, you are required to perform the following tasks:

**TASK 1:** Using the list of files provided

- a) Demonstrate how weeding is done.
- b) Take the inactive files to archive and file them

**TASK 2:** Retrieve 5 files to be taken to **MOPC**

3. You will be provided with the following resources:
  - i. Filing area
  - ii. Sorting table
  - iii. Chair
  - iv. Archive section
  - v. Working space

- vi. Tracer cards
- vii. Tracer book

4. The assessor will be required to take photos/audio record of you during the assessment.