

**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)**

**PRACTICAL ASSESSMENT**

**CANDIDATE INSTRUCTIONS:**

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

**TASK:** You work in a healthcare facility and you are responsible for archiving medical records in a compliant and efficient manner. Using the list of 10 files provided,

- a) Weed the 10 inactive files from the active filing area.
- b) Archive the files.

You will be provided with the following resources:

- i. Filing area active
  - ii. Sorting table and a kik stool
  - iii. Chair
  - iv. Archival area
3. The assessor will be required to take photos/audio record of you during the assessment