

**091906T4HRI**

**HEALTH RECORDS AND INFORMATION TECHNOLOGY LEVEL 6**

**HE/OS/HR/CR/07/6/A**

**MANAGE ELECTRONIC HEALTH**

**NOV/DEC 2023**



### **INSTRUCTIONS TO THE ASSESSOR**

1. You are required to mark the practical as the candidate performs the tasks.
2. You are required to take video clips at critical points.
3. Ensure the candidate has an identification tag pinned at the back and front near the shoulders showing Candidate's name and registration code.

## OBSERVATION CHECKLIST

<b>Candidate's name &amp; Registration No.</b>			
<b>Assessor's name &amp; Id code</b>			
<b>Unit(s) of Competency</b>			
<b>Venue of Assessment</b>			
<b>Date of assessment</b>			
<b>Items to be evaluated:</b>	<b>Maximum marks to allocate</b>	<b>Marks awarded</b>	<b>Comments</b>
<b>TASK 1</b>			
1. Opened MS Word <i>(Award 1 mark or 0)</i>	1		
2. Entered the Outpatient form title correctly <i>(Award 2 marks or 0)</i>	2		
3. Typed the patient personal details <i>(Award 1 mark for each section)</i>	10		
4. Typed socio-economic status <i>(Award 1 mark for each section)</i>	4		
5. Typed next of kin information <i>(Award 1 mark for each section)</i>	4		
6. Typed other persons to be contacted item <i>(Award 1 mark for each section)</i>	4		
7. Typed previous attendance information <i>(Award 1 mark for each section)</i>	6		
8. Typed payment mode <i>(Award 1 mark for each section)</i>	5		
9. Typed interviewer information <i>(Award 1 mark for each section)</i>	6		
10. Typed the final instruction <i>(Award 2 marks or 0)</i>	2		

<b>TOTAL</b>		<b>44</b>		
<p><b>The candidate was found to be:</b></p> <p>Competent <input type="checkbox"/> <input type="checkbox"/> Not yet competent</p> <p><i>(Please tick as appropriate)</i></p> <p><b>A Candidate is found to be competent if he/she gets 50% and above</b></p>				
<b>Feedback from candidate:</b>				
<b>Feedback to candidate:</b>				
<b>Candidate's signature:</b>		<b>Date:</b>		
<b>Assessor's signature:</b>		<b>Date:</b>		