

091905T4HRI
HEALTH RECORDS AND INFORMATION TECHNOLOGY LEVEL 5
HE/OS/HR/CR/04/5/A
REGISTER PATIENTS
NOV/DEC 2023



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

WRITTEN ASSESSMENT

Time: 3 hours

INSTRUCTIONS TO CANDIDATES

1. This paper has three sections **A**, **B** and **C**.
2. You are provided with a separate answer booklet.
3. Marks for each question are as indicated.
4. Do not write on the question paper.

This paper consists of SEVEN (7) printed pages
Candidates should check the question paper to ascertain that all pages
are printed as indicated and that no questions are missing

SECTION A: (20 MARKS)

Answer ALL questions in this section (Each 1 Mark)

1. When registering patient, Ken maintains that he cannot reveal the details of the patient to unauthorized personnel. Ken is portraying which aspect?
 - A. Confidentiality
 - B. Privacy
 - C. Security
 - D. Negligence
2. At what time is patient master index created;
 - A. During registration
 - B. During discharge
 - C. During Treatment
 - D. At birth
3. Birth notification is always recorded in;
 - A. D1 form
 - B. B1 form
 - C. B2 form
 - D. B3 form
4. MOH 301 is used for;
 - A. Registration of outpatients
 - B. Registration of inpatients
 - C. Registration of births
 - D. Registration of death
5. Patient's bio data to be captured during registration include;
 - A. Number of academic achievements
 - B. Name of the area chief
 - C. Gender
 - D. Place of work
6. Centralized appointment system has the following advantages except;
 - A. The master index will be near the area for quick reference.

- B. Control of staff, stationery and equipment by the health record information officer is easy.
 - C. Each of the appointments record staff becomes familiar with the working system for various consultants
 - D. It eases congestion of patients.
7. Which one of the following is not included in the unit number register?
- A. Full name of the patient
 - B. Address
 - C. Date of birth
 - D. Date of discharge
8. Type of tracer used to trace several records is referred to as;
- A. Library tracer card
 - B. Personal tracer card
 - C. Master patient tracer card
 - D. Common tracer card
9. MOH 204 B is used in;
- A. Registration of over 5 years' outpatient
 - B. Registration of under 5 years' outpatient
 - C. Registration of over 5 years' inpatient
 - D. Registration of under 5 years' inpatient
10. Appointment means;
- A. Giving of day, date, time and clinic of attendance to individual patient or client.
 - B. Giving of day, date and time of discharge
 - C. Documenting date, time and day of taking medication
 - D. Documenting time, date and day of attendance of admission.
11. Which of the following is correct about patient interview during registration?
- A. The patients should be interviewed in group
 - B. The patients should be interviewed at the gate
 - C. Patients should be interviewed individually and privately
 - D. Patents should be interviewed with heavy terms

12. When designing an appointment card, the following needs to be put into consideration except?
- A. Eye catching layout
 - B. Simplicity
 - C. Colorful design
 - D. Clear instruction.
13. During patient registration, the name should always be captured as per;
- A. Medical records
 - B. Identity card (ID)
 - C. Unit register
 - D. Appointment card
14. The process by which a patient's name and identity are enrolled into the records of the hospital is called;
- A. Patient filing
 - B. Patient Recording
 - C. Patient Registration
 - D. Patient auditing
15. A health record is?
- A. Written collection of information about a patient
 - B. Written literature of treatment
 - C. Records created for patients who get discharged from the hospital
 - D. Public records of diagnostics investigation both in outpatients and inpatients department
16. Records created for patients who get admitted to a health facility are called?
- A. Diagnostic records
 - B. Outpatient's records
 - C. Physical examination report
 - D. Inpatients records
17. When is the appropriate time to develop a file if the patient is required to be admitted
- A. During discharge
 - B. Any time it is required

- C. When patient have been admitted
 - D. During admission
18. The movement of a medical patient file is monitored by which of the following?
- A. Tracer card
 - B. Master index
 - C. Diagnostic card
 - D. Storage
19. is the best component for quality approach that can be used during registration.
- A. Inaccuracy
 - B. Completeness
 - C. Courteousness
 - D. Evidence
20. Objective method for applying a yardstick to the quality of professional performance is;
- A. Medical auditing
 - B. Medical editing
 - C. Medical sorting
 - D. Medical weeding

SECTION B: (40 MARKS)

Answer ALL questions in this section.

21. For any service to be offered to a new patient who has just walked in to the health facility, registration has to be done. State FOUR patient bio data that can be captured during registration. (4 Marks)
22. As health records and information technologist, list FOUR ways on how you can ensure patients data and information is secured (4 Marks)
23. State FOUR types of special clinics in a health facility (4 Marks)
24. In a health facility, appointment can be obtained from various sources. List FOUR sources of appointment in hospital (4 Marks)
25. Reception is the first point where the patient is attended to by health records officer. State FOUR characteristics of a good reception area (4 Marks)
26. Explain TWO types of patient registration system. (4 Marks)
27. Outline any FOUR categories of patients that are given priority when registering patients. (4 Marks)
28. List FOUR categories of disposing patients attending accident and emergency department in a healthcare facility (4 Marks)
29. In every hospital, there must be a patient charter that outlines patient rights. Give any FOUR patients' right as per the Kenya National Patient's Rights charter (4 Marks)
30. Health Records Department has various functions. Mention FOUR functions of the health records department. (4 Marks)

SECTION C: (40 Marks)

Answer any TWO questions in this section

31.

a) Define the following terms as used in medical records practice: (10 Marks)

- i. Registration:
- ii. Unit system:
- iii. Reception:
- iv. Appointment:
- v. Health record:

b) Highlight FIVE factors to consider when establishing a health reception area
(10 Marks)

32. You have been tasked to create a case folder for a patient who is going to be admitted. Briefly explain TEN documents to be included in the case folder. (20 Marks)

33. Electronic registration is considered to be a vital tool of information and communication technology (ICT) to improve the quality of medical care, but the limited adoption of EMR by physicians is a hindrance to its successful implementation.

a) Explain FIVE potential barriers in the adoption of electronic medical records (EMR). (10 Marks)

b) Explain FIVE possible solutions to the barriers in adoption of EMR
(10 Marks)

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