

091905T4HRI
HEALTH RECORDS AND INFORMATION TECHNOLOGY LEVEL 5
HE/OS/HR/CR/05/5/A
FILE MEDICAL RECORDS
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 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 question in this section is one Mark.

1. Advantage of shelf filing is that;
 - A. More records can be filed on the shelves than in the cabinets.
 - B. If the shelves are constructed high light cannot penetrate the lowest shelves
 - C. If shelves are constructed high the shortest clerk has to climb the ladders or the kit stools
 - D. Shelves are not dust proof
2. Standard gauge filing area should haveinches in its gangways.
 - A. 5 ft
 - B. 3 ft
 - C. 5 inches
 - D. 1 inch
3. There are three types of filing system is the most appropriate filing system suitable for health records in level V and level VI hospitals.
 - A. Alphabetical filing system
 - B. Chronological filing system
 - C. Numerical filing system
 - D. Terminal digit filing system
4. In the unit medical record, the unit is the.
 - A. Patient
 - B. Master index
 - C. Folder
 - D. Record

5. _____ materials are used by Health Records Officers in the filing area to make work easier.
- A. Filing Trolleys
 - B. Filing cabinets
 - C. Shelves
 - D. Suspended filing
6. The movement of a medical patient file is monitored by;
- A. Tracer card
 - B. Master index
 - C. Computers
 - D. Storage
7. The role of medical records department includes the following except?
- A. Provision of routine statistics
 - B. Retrieval of medical records
 - C. Editing of patient's files
 - D. Clerking patients
8. Equipment used to file waiting list is;
- A. Bound volume
 - B. Strip index
 - C. Block stacking
 - D. Sliding rack
9. Conversion from straight numerical system to terminal digit sequence becomes much easier when;
- A. More case records are involved
 - B. Moving from old filing area to a new one
 - C. Annual gaps are not closed
 - D. Mobile racks are used for filing

10. _____ Shelving units have more filing capacity than the rest.
- A. Double sided two bay units
 - B. Triple sided three bay units
 - C. Double sided three bay units
 - D. One sided three bay units
11. Before one design a form he/she should ask himself some questions like?
- A. Is the form necessary?
 - B. Number of staffs in the department?
 - C. Number of doctors?
 - D. Name of the hospital?
12. The first step in filing any document in health records department is;
- A. Checking
 - B. Filing
 - C. Sorting
 - D. editing
13. The system of medical records management where the patient is only allowed one registration number is the called.
- A. Serial system
 - B. Terminal digit
 - C. Unit record system
 - D. Serial unit system
14. _____ Pairs consist of the two main types of medical records files classification.
- A. Individual and community
 - B. Active and inactive
 - C. Government and private
 - D. Acute and chronic

15. Which one among the following is not an advantage of filing cabinet?
- A. Dust proof
 - B. Convenient height
 - C. Only requires kick stool
 - D. Provide attractive appearance
16. A trained health records and information officer should be flexible to the circumstances in an environment. This means;
- A. Calmness
 - B. Adaptability
 - C. Discretion
 - D. Humility
17. Which one of the following documents in the patient file is used to carry out diagnostic coding?
- A. Nursing cardex
 - B. Continuation sheet
 - C. Tally summary
 - D. Discharge summary
18. Arranging documents in the file is;
- A. Sorting
 - B. Editing
 - C. Checking
 - D. Filing
19. The alphabetical key to the numerically file case records is;
- A. Diagnostic index
 - B. Operations index
 - C. Patient master index
 - D. Waiting list index
20. When terminal digit sequence is in operation, the growth of the record library is;
- A. Evenly distributed
 - B. At one of the shelves
 - C. Concentrated at the centre
 - D. Uniform

SECTION B: (40 MARKS)

Answer ALL questions in this section.

21. Tracking of patient data is important in medical records management. State FOUR information recorded on a common tracer card. (4 Marks)
22. Give any FOUR factors to consider when converting straight numerical filing to terminal digit filing (4 Marks)
23. There are various tracing systems that can be used to locate the whereabouts of patient medical records. In this take, state FOUR tracing systems used in health records and information department (4 Marks)
24. State FOUR factors that should be considered when making a choice of the equipment to be used in filing. (4 Marks)
25. Data collection is one of the major activities performed in health records department. List FOUR data collection points of medical records in a health facility. (4 Marks)
26. Enumerate FOUR documents that are included in a case folder. (4 Marks)
27. There are various filling equipment in the filling area. Highlight FOUR advantages of cabinet filing system (4 Marks)
28. Filing is a systematic way of arranging medical documents prescribed manner. Give in a FOUR demerits of straight numerical filing system (4 Marks)
29. State FOUR factors that should be considered when making a choice of the equipment to be used in filing. (4 Marks)
30. Misfiling can make retrieval of files in the filing area difficult. Outline any FOUR causes of misfiling (4 Marks)

SECTION C: (40 MARKS)

*Answer any **TWO** questions in this section*

31. It is vital that health records are appropriately retrieved and tracked to ensure they can be located as and when required to assist in the provision of quality care. This can be done manually or electronically. Discuss;
- a) FIVE demerits of manual tracking system (10 Marks)
 - b) FIVE benefits of electronic tracking system (10 Marks)
32. You're a health records and information technician in-charge of level IV hospital, you have received students for attachment.
- a) Explain any FIVE filing techniques you will take the students through. (10 Marks)
 - b) Explain to them FIVE reasons why every hospital needs a good filing system (10 Marks)
33. Filing system to be effective one should put into account filing requirements. Explain TEN fundamental requirements of a filing system (20 Marks)

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