

091905T4HRI

HEALTH RECORDS AND INFORMATION TECHNOLOGY LEVEL 5

HE/OS/HR/CR/07/5/A

ARCHIVE 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 two 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 EIGHT (8) 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)

Attempt ALL Questions (Each 1 Mark)

1.is the primary purpose of archiving medical records.
 - A. To free up physical storage space
 - B. To ensure patient confidentiality
 - C. To improve data access
 - D. To reduce administrative costs
2. The federal law in the United States that governs the retention of medical records is;
 - A. Health Insurance Portability and Accountability Act (HIPAA)
 - B. Americans with Disabilities Act (ADA)
 - C. Family Educational Rights and Privacy Act (FERPA)
 - D. Occupational Safety and Health Administration (OSHA)
3. The role of a medical records custodian is.....
 - A. Billing and coding
 - B. Archival and storage
 - C. Patient care
 - D. Laboratory testing
4. Which of the following is not a common method of archiving medical records?
 - A. Physical paper files
 - B. Electronic health records (EHRs)
 - C. Microfilm
 - D. Audio recordings
5. is the purpose of indexing medical records.
 - A. To categorize patients by age
 - B. To organize records for easy retrieval
 - C. To bill insurance companies
 - D. To update patient demographics

6. In a disaster recovery plan for medical records,.....is a crucial element.
 - A. Daily backup of electronic records
 - B. Frequent purging of old records
 - C. No off-site storage
 - D. Sharing records without consent
7. Which of the following is a benefit of electronic health records (EHRs) in archival?
 - A. Reduced data security
 - B. Easier duplication of records
 - C. Improved access and retrieval
 - D. Reduced compliance with legal requirements
8. The purpose of redacting information in medical records is.....
 - A. To increase readability
 - B. To prevent unauthorized access
 - C. To bill insurance companies
 - D. To remove out-dated records
9. Potential consequence of improper medical record archiving is;
 - A. Increased patient trust
 - B. Legal and regulatory violations
 - C. Faster record retrieval
 - D. Lower operational costs
10. is the role of a release information specialist in medical record archiving.
 - A. Destroying records
 - B. Archiving records
 - C. Providing records to authorized parties
 - D. Billing insurance companies
11. In the context of medical record archiving, what is a "purge date"?
 - A. Date of a patient's last visit
 - B. Date for destroying old records
 - C. Date for updating insurance information
 - D. Date of the first diagnosis

12. The storage medium which is typically used for long-term archival of electronic medical records is;
- A. USB drives
 - B. Cloud storage
 - C. Optical discs
 - D. Floppy disks
13. is responsible for overseeing the management and security of medical records in a healthcare facility.
- A. Patients
 - B. Physicians
 - C. Medical records department
 - D. IT department
14. A master patient index in the context of medical records is;
- A. A database of all healthcare providers
 - B. A list of all insurance companies
 - C. A database of all patients and their unique identifiers
 - D. A catalogue of medical record storage locations
15. The primary purpose of record retention policies is in healthcare organizations.
- A. Reducing storage costs
 - B. Ensuring compliance with laws and regulations
 - C. Speeding up the record retrieval process
 - D. Simplifying the billing process
16. Records such as Register of surgical procedures should be kept;
- A. For 10 years
 - B. For 5 years
 - C. For 25 years
 - D. Permanently

17. In which situation would a patient's medical records be released without their consent;
- A. Routine medical check-up
 - B. Third-party insurance claim
 - C. Legal subpoena
 - D. Hospital staff request
18. How often should a healthcare organization review and update its record retention policies?
- A. Every month
 - B. Every year
 - C. Every two years
 - D. Only when a legal issue arises
19. is NOT a method of securing electronic medical records.
- A. Strong password protection
 - B. Data encryption
 - C. Sharing passwords among staff
 - D. Access controls and audits
20. The process of converting paper records into digital format is known as.....
- A. Scanning
 - B. Storing
 - C. Purging
 - D. Coding

SECTION B: (40 MARKS)

Attempt ALL Questions

21. Define archive (1 Mark)
22. State THREE types of medical records (3 Marks)
23. Archival records contain sensitive and confidential patient information, making their proper management crucial for patient privacy, legal compliance, and the continuity of healthcare services. State any FOUR ways to prevent theft /unauthorized access prevention in archives. (4 Marks)
24. Medical records retention is the practice of maintaining and preserving patient medical records for a specific period of time as required by laws and regulations. List any THREE categories of medical files (3 Marks)
25. The primary purpose of an archive is to provide a means for preserving and making accessible materials that have enduring value. State any FOUR factors that should be considered when making a choice of the equipment to be used in an archive (4 Marks)
26. The destruction of medical records refers to the process of securely and permanently getting rid of patient health information and medical documents that are no longer needed. Give any THREE circumstances under which records are not to be destroyed. (3 Marks)
27. A medical records archive building is facilities designed to store and manage the medical records and patient information of a healthcare institution. State any FOUR factors to consider when putting up a medical records archive building (4 Marks)
28. The retention period for medical records can vary depending on the type of record and the legal requirements in a specific jurisdiction. Give the retention period of the following medical records. (4 Marks)
- a) Master patient index/person index
 - b) Register of births
 - c) Register of deaths
 - d) Register of surgical procedures

29. Inactive files generally refer to files that are not actively in use or are no longer being regularly accessed or modified. Enumerate THREE equipment of storing inactive files in archives. (3 Marks)
30. Conservation of medical records refers to the practice of preserving and maintaining a patient's medical information and health-related documents over an extended period of time. State FOUR way of maintaining archival records. (4 Marks)
31. State THREE documentations which are necessary for maintenance by a health institution upon permanent destruction of health records (3 Marks)
32. State FOUR reasons why color coding important at enhancing filing of patient records (4 Marks)

SECTION B: (40 MARKS)

Attempt TWO Questions

33. Medical records are comprehensive and confidential documents that contain information about a patient's medical history, health status, and healthcare interactions.
- a) Outline any FIVE general ways of increasing the life of archival records
(10 Marks)
 - b) Describe any FIVE significant factors that can reduce the physical quality of the archival materials
(10 Marks)
34. Medical records archival refers to the process of systematically storing and maintaining a patient's medical information and healthcare documentation for an extended period, typically for legal, historical, research, or administrative purposes.
- a) Explain any FIVE legal aspects of medical records archival
(10 Marks)
 - b) Discuss FIVE circumstances under which archived information of patient's records can be disclosed to any third party.
(10 Marks)
35. Conservation or archival preservation refers to the specific steps undertaken to maintain, repair, restore and otherwise conserve archival records.
- a) Explain any FIVE factors affecting quality preservation and conservation of records
(10 Marks)
 - b) Explain any possible solutions in each case to the above-mentioned factors in 35 (a) above
(10 Marks)

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