

**091905T4HRI**  
**HEALTH RECORDS AND INFORMATION TECHNOLOGY LEVEL 5**  
**HE/OS/HR/CR/08/5/A**  
**MANAGE HEALTH 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 is one Mark.*

1. The act of ensuring that medical records are maintained in order in the patient file is known as;
  - A. Editing
  - B. Auditing
  - C. Coding
  - D. Scheduling
2. The system of medical records management where the patient is only allowed one registration number is called;
  - A. Serial system
  - B. Terminal digit
  - C. Unit record system
  - D. Color coding
3. Which of the following pairs consist of the two main types of medical record files classification?
  - A. Individual and community
  - B. Active and inactive
  - C. Government and private
  - D. Acute and chronic
4. Which one of the following is least considered during the storage of medical records?
  - A. Accessibility
  - B. Timeliness
  - C. Security
  - D. Aesthetic value
5. The movement of a medical patient file is monitored by;
  - A. Tracer card
  - B. Master index
  - C. Computers
  - D. Storage

6. The medical records filing area must remain with one of the following conditions;
  - A. Enough light and ventilation
  - B. Full computers
  - C. Inappropriate humidity
  - D. Dust –free and wet
7. Which of the following is not the benefit of good records management?
  - A. Support decision making
  - B. Increase efficiency and effectiveness in patient management
  - C. Makes the performance of patient care more difficult
  - D. Provide continuity of patient care in the event of a disaster
8. .... are characteristics of good medical records.
  - A. Complete, inconsistent and accurate
  - B. Factual, insecure and complete
  - C. Incomplete, accessible and timely
  - D. Confidential, complete and authentic
9. How can a health record officer prevent duplication when registering patients?
  - A. Not giving the same patient more than one number
  - B. Giving the same number more than one patient
  - C. Not observing legibility
  - D. Giving the same patient more than one number
10. Records created for patients who get admitted to a health facility are called.....
  - A. Diagnostic records
  - B. Outpatients records
  - C. Physical examination report
  - D. Inpatients records
11. Which of the following patient information does not appear in a common trace card?
  - A. Patient full names
  - B. Date of appointment
  - C. Destination
  - D. Mode of disposal

12. The manager of medical health records in the hospital is the head of department in health records. The head of the health records in a county is called .....
- A. District officer
  - B. County health records and information officer
  - C. District-sub-County records officer
  - D. Ministry of Health
13. Patients have no right to their case notes even when fee have been paid, the word for this statement is .....
- A. Confidentiality
  - B. Ownership
  - C. Privacy
  - D. Security
14. The movement of a medical patient file is monitored by .....
- A. Tracer card
  - B. Master index
  - C. Computers
  - D. Storage
15. The act of removing files that are not currently in use to give space for new ones in the filing area to be stored is referred to as;
- A. Weeding
  - B. Removing
  - C. Storing
  - D. Retrieving
16. One of the ways in which patients' documents are protected is by not disclosing their information to anybody unless you are granted permission by:
- A. The owner
  - B. Next of kin
  - C. Guardian
  - D. Doctor

17. Which of the following best describes how to store a file in medical health records?
- A. As per person
  - B. According to the standard procedures
  - C. As per instructions of the government
  - D. As per hospital requirements
18. The filing system that ensures maximal usage of limited space is;
- A. Suspended filing system
  - B. Cabinets
  - C. Mobile raking
  - D. Shelves
19. Which one of the following statement is true about special health records?
- A. Must be kept under key and lock
  - B. They must be stored in a ward
  - C. They must be given to the owner
  - D. They must be store where can be easily reachable
20. A tracer card that can be used more than Eighty (80) times is termed as;
- A. Library tracer card
  - B. Common tracer card
  - C. Seasonal tracer card
  - D. Digital tracer card

**SECTION B: (40 MARKS)**

*Answer ALL questions in this section.*

21. For effective and efficient service delivery a health records officer need to portray certain qualities. State FOUR qualities of a health records officer. (4 Marks)
22. When health records are well documented, they lead to improvement of service delivery. Enumerate FOUR uses of health records (4 Marks)
23. Outline FOUR basic principles of medical form design that a health record technician should have in mind before designing a form. 4 Marks)
24. Give FOUR health records indices used and maintained in a health records department (4 Marks)
25. There are various records in the health records department. State FOUR special records maintained in health records department (4 Marks)
26. Name FOUR departments a health records officer in the facility is expected to work with in order to best co- ordinate day-to-day activities (4 Marks)
27. Purchase of health records material requires a number of factors to be considered. State FOUR factors to consider when selecting the health case folder (4 Marks)
28. Health records officers need to be innovative while filing health records in the library. State FOUR filing techniques they will require in filing master index cards (4 Marks)
29. It is necessary to assign a unit to a patient attending for the first day or time. The unit is the patient and each patient is given one number for subsequent stay or attendance in one hospital. State FOUR equipment used to maintain the master index (4 Marks)
30. Accident and emergency registers are part of the hospital registers that should be permanently kept. List FOUR information that should be included in the accident and emergency register (4 Marks)

**SECTION C: (40 MARKS)**

*Answer any TWO questions in this section*

31. You have been selected to do a presentation on legal aspects of health records. Write short notes in what you would include in your presentation. (20 Marks)
32. Appointment system is a systematic way of giving a specific date, time and venue of the clinic to an individual patient/ client.
- a) Discuss FIVE concepts of scheduling (10 Marks)
  - b) Explain FIVE purposes\_of\_scheduling and follow up (10 Marks)
33. Health records department gives appointment to patients/clients
- a) Define waiting list (2 Marks)
  - b) Give the main function of a waiting list (2 Marks)
  - c) Explain TWO types of waiting list (4 Marks)
  - d) Highlight TWO advantages and TWO disadvantages of each types named in 33(b) above (8 Marks)
  - e) Explain TWO ways in which information can be conveyed to the waiting list (4 Marks)

**THIS IS THE LAST PRINTED PAGE**