

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)

PRACTICAL ASSESSMENT

INSTRUCTIONS TO CANDIDATES

1. Time allocated is **five** (5) minutes for preparation and **twenty** (20) minutes for the performing tasks.
2. In this practical assessment you are required to perform the following tasks:
 - TASK 1:** File five patients' files provided correctly
 - TASK 2:** Retrieve five files from the filing area to be taken to outpatient clinic
3. You are provided with the following resources to carry out the tasks:
 - Patient files
 - Filing area
 - Sorting table
 - Tracer cards
 - Tracer book
 - Kick stool/ladder
 - Stationery