

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)

PRACTICAL ASSESSMENT

CANDIDATE INSTRUCTIONS:

1. Time allocated for this assessment is **20 Minutes**
2. In this practical assessment, you are required to perform the following tasks:

TASK 1: Using the files provided, demonstrate how filing of medical records is done.

TASK 2: using the file numbers provided retrieve 5 files to be taken to Psychiatric clinic

3. You will be provided with the following resources:
 - ✓ Case folders (5)
 - ✓ List of files (5)
 - ✓ Sorting table
 - ✓ Chair
 - ✓ Tracer cards
 - ✓ Tracer book
 - ✓ Filing area (library)
 - ✓ Kik stool
4. The assessor will be required to take photos/audio record of you during the assessment.