

**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)**

**PRACTICAL ASSESMENT**

**CANDIDATE INSTRUCTIONS:**

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

**TASK:** You work in a healthcare facility and it is time to file medical records in the archival area. Using the list of files provided, demonstrate how you would file medical records in the archival area.

You will be provided with the following resources:

- ✓ Medical records files (inactive files)
- ✓ Sorting table
- ✓ Chair
- ✓ Medical records storage equipment/archival area

3. The assessor will be required to take photos/audio record of you during the assessment