

091905T4HRI

HEALTH RECORDS AND INFORMATION TECHNOLOGY LEVEL 5

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

Archive Medical Records

July/Aug 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 carries one Mark.

1. Records that are no longer referenced on a regular basis and tend to be stored in a less accessible place since they are not used frequently are?
 - A. Archived
 - B. Disposed
 - C. Destroyed
 - D. Sold.
2. Why should shelving not be fixed directly to exterior walls?
 - A. Prevent damp
 - B. Prevent theft
 - C. Prevent rust
 - D. Prevent conspicuousness
3. Medical file be made of ?
 - A. Dull color
 - B. Strong material
 - C. Weak material
 - D. Smelly material
4. The act of removing unnecessary files from the active record is called?
 - A. Filing
 - B. Disposal
 - C. Destruction
 - D. Weeding

5. The process of finding or locating old data, documents, files, or records, such as legal documents, account records, medical records, or insurance records is called?
 - A. Medical files retrieval
 - B. Filing medical files
 - C. Retention of medical files
 - D. Medical file search
6. What makes it easier to retrieve a medical file for a particular patient?
 - A. Patient hospital number
 - B. Patient name
 - C. Date of birth
 - D. Age
7. Why should shelves for keeping archived records be 6” tall?
 - A. To protect them from theft
 - B. To avoid flood effects
 - C. To ensure are seen by unauthorized persons
 - D. Be relatively cheap
8. Who should sort the medical files?
 - A. Physician
 - B. Health officer
 - C. Health records technician
 - D. Data clerks
9. The following statements are false except?
 - A. E-archiving is expensive
 - B. E-archiving is manual
 - C. E-archiving need large space
 - D. E-archiving saves on time
10. When labeling medical files, you should ensure?
 - A. Legibility
 - B. Breach
 - C. Omission
 - D. Inaccuracy

11. The process of storing patient's files within a specified period of time is known as?
- A. Retention
 - B. Disposal
 - C. Filing
 - D. Weeding
12. Medical records that are maintained for patients who are treated in the wards are known as?
- A. Clinic files
 - B. Outpatient file
 - C. Case files
 - D. Research file
13. _____ is a type of filing that entails a normal sequential order such as 1,2,3...
- A. Terminal digit
 - B. Straight numerical
 - C. Chronological
 - D. Alphabetical
14. The act of removing files from that are not currently in use to give space for new ones in the library is known as?
- A. Retention
 - B. Removal
 - C. Disposal
 - D. Weeding
15. The following are the contents of the case folder, except?
- A. Consent form
 - B. Prescription chart
 - C. Tally sheet
 - D. Surgical operation sheet

16. Type of tracer used to trace and retrieve several records in an archive is referred to as;
- A. Library tracer card
 - B. Personal tracer card
 - C. Master patient tracer card
 - D. Common tracer card
17. Which of the following records should be permanently stored in the health records department?
- A. B1 registers
 - B. Records belonging to HIV patients
 - C. Radiotherapy records
 - D. Records of infectious diseases
18. Another name for active file area is
- A. Secondary file area
 - B. Dormant file area
 - C. Current file area
 - D. Primary file area
19. Ownership of the medical archives usually remains with the;
- A. Physician
 - B. Patient
 - C. Court
 - D. Community
20. The professional responsible for archiving patient care records is known as
- A. Archivist
 - B. Medical superintendent
 - C. Health records and information officer
 - D. Hospital administrator

SECTION B: (40 MARKS)

Answer all questions in this section.

21. Define the following terms as used in archive medical records (4 Marks)
- i. Weeding
 - ii. Filing
 - iii. Archiving
 - iv. Incineration
22. Community health services are services rendered to the families and community from birth until death. Health records are to be kept and archived for each individual patient. State FOUR health records that are considered as community records (4 Marks)
23. Mr. Marcus, who is your HRIO in-charge, asked you to take a student through filing techniques used in archives. Highlight FOUR of these techniques (4 Marks)
24. Medical files Classification schemes are normally based on an assessment of their functionality performance or the subject addressed. Highlight THREE classifications of medical files (3 Marks)
25. Microfilming is a means of inactive storage that has been used for many years. list THREE advantages of microfilming (3 Marks)
26. State THREE methods of destroying inactive records (3 Marks)
27. The length of time of storage depends on different criteria for medical records retention. Outline FOUR factors influencing in retention decisions. (4 Marks)
28. The aim of archival preservation is to prolong the usable life of the information of a patient for continuity of their treatment. Explain TWO ways of preservation and conservation of medical records (4 Marks)
29. Highlight TWO principles of archiving (4 Marks)
30. Outline FOUR prevention measures needed in areas where archives are stored. (4 Marks)
31. The Public Records Act stipulates that authorities responsible for public records have a duty to make proper arrangements for selecting those records which should be permanently preserved and for disposal of the rest. Which are the THREE records that should not be destroyed according to the act? (3 Marks)

SECTION C: (40 Marks)

Answer any two questions in this section

32. The use of tracer card system is vital in knowing where the medical files are, within a facility
- a) Define tracing (2Marks)
 - b) Discuss the systems of tracing most commonly used in a records library. (12 Marks)
 - c) State THREE advantages of any two tracing systems discussed in (b) (6 Marks)
33. Establishing effective procedures for protecting all medical records from the point of their creation ensures that valuable archives remain authentic and reliable sources of proof and quality patient care.
- a) Explain FIVE reasons for archiving medical records (10 Marks)
 - b) Highlight FIVE ways by which security of the archived medical records can be employed. (10 Marks)
34. You have been a health records technician at Jordan Hospital for the last three years. During your working at this hospital, you realized there have been challenges when it comes to archiving health records manually. With aid of examples, discuss FIVE reasons you would explain to the management to adopt e-archival system. (20 Marks)

END