091905T4HRI
HEALTH RECORDS AND INFORMATION TECHNOLOGY LEVEL 5
HE/OS/HR/CR/04/5/A
Register patients
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 8 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. Objective method for applying a yardstick to the quality of professional performance is?
    A. Medical auditing
    B. Medical editing
    C. Medical sorting
    D. Medical weeding

2. The process by which a patient's name and identity are enrolled into the records of the hospital is called?
    A. Patient filing
    B. Patient Recording
    C. Patient Registration
    D. Patient admission

3. Which patient should be registered?
    A. Returning patients
    B. Available patients
    C. All last time patients
    D. All first-time patients

4. Which of the following is not a type of appointment system in the hospital?
    A. Centralized
    B. Decentralized
    C. Combination of centralized and decentralized
    D. Clinic booking

5. In a unit health records system, one patient is given one number during registration for use for the rest of stay or attendance in one hospital. The unit is;

    A. Patient number

    B. The hospital

    C. The patient

    D. The medical record

6. Why is it important to ask patients whether they have been ever in the hospital they are seeking treatment before?

    A. To avoid time wastage

    B. To direct them to doctors

    C. To avoid duplication of unit numbers

    D. To avoid workload

7. The main function of the waiting list is to;

    A. Know the number of health record officers on day or night duty in the health institution

    B. Make full use of the available beds in the health institution

    C. Know the number of entry errors made in the system during registration of patients

    D. Make sure the patient billing for services is not omitted.

8. Which MOH register will be used to register Outpatients over the age of 5 years old?

    A. MOH 204B

    B. MOH 204A

    C. MOH 301

    D. MOH 301B

9. There are two types of registration, namely;

    a) Centralized and Decentralized registration

    b) Centralized and appointment registration

    c) Decentralized and appointment registration

    d) Surgical and medical ward registration

10. Why is it important for health records personnel to know various departments in a hospital?

    A. To make friends

    B. To direct clients to various service points

    C. To have job connections

    D. To treat patients

11. When registering a patient, John maintains that he cannot reveal the details of the patient to unauthorized personnel. John is portraying which aspect?

    A. Confidentiality

    B. Privacy

    C. Security

    D. Authority

12. During patient registration, the name should always be captured as per?

    A. Medical records

    B. Identity card (ID)

    C. Unit register

    D. Appointment card

13. At what time is the patient master index created?

    A. During registration

    B. During discharge

    C. During Treatment

    D. During the appointment.

14. Which of the following is correct about patient interviews during registration?

    A. The patients should be interviewed in group

    B. The patients should be interviewed at the gate

    C. Patients should be interviewed individually and privately

    D. Patents should be interviewed with heavy terms

15. Discretion is one of the most important qualities that apply to all professionals in a health care delivery service. Discretion is;

    A. Ability to be honest and upright

    B. A state of not being emotional in an emergency situation

    C. Ability to be flexible to the circumstances in an environment

    D. Ability to use his/her own knowledge to make decisions.

16. What is appointment system?

    a) Appointment system is a systematic way of filing medical records in a prescribed manner.

    b) Appointment system is a systematic way of giving a specific date, time and venue of the clinic to an individual patient/ client.

    c) Appointment system is a systematic way in which all health records notes relating to a patient are contained in one case folder.

    d) Appointment system is a systematic way of giving the location of the bed in the ward, and when a bed will fall vacant for the next admission.

17. The contents of medical records can be disclosed under the following circumstances except?

    A. If the interest of the doctor or hospital cannot otherwise be safeguarded

    B. In transference between hospital, clinics or doctors in the interest of patients' health

    C. If there exist a higher duty than the private duty

    D. If the neighbor requires the information in medical records to change ownership of properties

18. Why is it important to have someone who understands the local dialect at the reception?

    A. For easy interpretation direction of patients

    B. For easy communication with doctors

    C. For economic growth

    D. For easy communication among health record personnel.

19. MOH 301 is used for;

    A. Registration of outpatients

    B. Registration of inpatients

    C. Registration of births

    D. Registration of death

20. After admission patients/clients should be guided to the ward by;

    A. A member of staff to the sister or nurse responsible for reception and documentation of patients in the ward.

    B. A member of their family to the sister or nurse responsible for reception and documentation of patients in the ward

    C. Any patient walking around to the sister or nurse responsible for reception and documentation of patients in the ward

    D. Themselves to the sister or nurse responsible for reception and documentation of patients in the ward

SECTION B: (40 MARKS)

*Answer **all** questions in this section.*

21. Define the following terms as used in healthcare:

    a) Registration   (2 Marks)

    b) Admission   (2 Marks)

22. Explain TWO reasons why accurate patient registration is important   (4 Marks)

23. Name FOUR details captured during patient registration.   (4 Marks)

24. Outline FOUR objectives of patient registration.   (4 Marks)

25. Define patient pre-registration.   (2 Marks)

26. State FOUR advantages of E-pre registration system.   (4 Marks)

27. Give FOUR purposes of scheduling patient/client in hospital   (4 Marks)

28. List FOUR categories of disposing patients attending accident and emergency department in a healthcare facility   (4 Marks)

29. Outline FOUR categories of patients that are given priority when registering patients.   (4 Marks)

30. Give FOUR patients' right as per the Kenya National Patients' Rights charter

       (4 marks)

31. Explain the reason why names cannot be used as unique identifier.   (2Marks)

SECTION C: (40 Marks)

*Answer any **two** questions in this section*

32. A well-trained health records and information assistant manager should have the good qualities on his/her daily hospital activities. Discuss TEN qualities of a good receptionists

(20 Marks)

33. An efficient appointment system of patients in hospital can reduce waiting time, increase patient satisfaction and save resources in the health sector.

   a) Explain THREE types of appointment system in a well-established and organized health facility

   (6 Marks)

   b) Discuss FIVE Possible reasons why a patient may miss an appointment.

   (10 Marks)

   c) Explain FOUR activities to be performed by a health records technician during clinic preparation in hospital (4 Marks)

34. Electronic registration is considered to be a vital tool of information and communication technology (ICT) to improve the quality of medical care, but the limited adoption of EMR by physicians is a hindrance to its successful implementation.

   a) Explain FIVE potential barriers in the adoption of electronic medical records (EMR). (10 Marks)

   b) Explain FIVE possible solutions to the barriers in adoption of EMR

(10 Marks)

END