

091906T4HRI
HEALTH RECORDS AND INFORMATION TECHNOLOGY LEVEL 6
HE/OS/HR/CR/06/6/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 two sections **A** and **B**.
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 3 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: (40 MARKS)

Answer all questions in this section.

1. Define the following terms as used in archival of health records (4 Marks)
 - a. Purging
 - b. Retention
 - c. National retention schedule
 - d. Chief archivist
2. Give TWO differences between active health records and inactive health records (4 Marks)
3. Outline FOUR legal documents that can be consulted when designing a hospital's retention policy (4 Marks)
4. State THREE methods that can be used to retain inactive health records where space is limited (3 Marks)
5. Tabulate ONE difference between the process of weeding and that of reactivation in the archival of health records (2 Marks)
6. Explain TWO key features of the health record folder that is appropriate for archival purposes (4 Marks)
7. Name FOUR types of health records that would be maintained in the primary file area longer than what is stipulated in the hospital's retention policy (4 Marks)
8. State any FOUR measures that can be put in place to solve the problem missing files in archives. (4 Marks)
9. Give THREE reasons why some of the medical records can be maintained in the health records department for a period longer than what is stipulated in the retention policy (3 Marks)
10. List FOUR factors that should be considered when determining the length time a health records can be maintained as active health records (4 Marks)
11. Outline any FOUR roles of a health records officer in coordinating the destruction of health records (4 Marks)

SECTION B: (60 MARKS)

*Answer any **three** questions in this section.*

12. The health records officer is charged with the responsibility of maintaining the health record from the time of creation to the time of disposal.
- a. Explain any FIVE responsibilities of a health records officer in archiving health records in the department (10 Marks)
 - b. Explain FIVE key qualities health records officer archiving health records in the health facility should possess. (10 Marks)
13. Hospital XYZ intends to adopt digital archiving as a solution to storage problems. The hospital need to consider some factors to realize the benefits and acceptance of the digital concept.
- a. Explain any FIVE advantages of digital archives over paper based archives (10 Mark)
 - b. Discuss any FIVE factors that may contribute to slow adoption of digital archiving hospital XYZ (10 Marks)
14. In a county referral hospital, a record retention policy should be instituted to guide on how records are to be maintained in the health records department. Assuming you have been invited to advice the committee developing the retention period:
- a. Define record retention policy (2 Marks)
 - b. Explain any FOUR key instruments used while archiving health records in the healthcare facility (8 Marks)
 - c. Explain any FIVE ways in which records can be disposed (10 Marks)
15. Security of health records should be considered when filing both active and inactive files
- a. Using appropriate examples explain FOUR threats that you should mitigate when planning on the archival of paper health records (10 Marks)
 - b. Describe FIVE ways in which the threats in (a) above should be neutralised (10 Marks)

END