

**091906T4HRI**

**HEALTH RECORDS AND INFORMATION TECHNOLOGY LEVEL 6**

**HE/OS/HR/CR/04/6/A**

**File Medical Records**

**July /Aug 2023**



## **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 THREE (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)**

*Attempt all questions in this section.*

1. State any FIVE information/ contents recorded on a common tracer card. (5 Marks)
2. The use of filing system in hospital comes with various cons and pros. State any FOUR advantages of centralized filing system (4 Marks)
3. Give any FOUR factors to consider when converting straight numerical filing to terminal digit filing (4 Marks)
4. As a health records officer in charge of filing, you have realized that there is a lot of misfiling in the filing area. State any FOUR factors that may lead to misfiling. (4 Marks)
5. Outline any FOUR techniques used for filing master index cards (4 Marks)
6. List any FOUR data collection points of medical records in a health facility (4 Marks)
7. Highlight any FOUR benefits of color coding in filing (4 Marks)
8. State any FOUR occasion that patient's file may be retrieved (4 Marks)
9. In terminal digit system when six digits or more are used, it is divided into three parts. Name the three parts of a terminal digit system (3 Marks)
10. State the FOUR tracing systems used in health records and information department (4 Marks)

**SECTION B: LONG ANSWER QUESTIONS (60 MARKS)**

*Attempt any THREE questions in this section.*

11. You have been appointed as the head of health records and information office at a level iv hospital. The Health Management Team (HMT) wants to procure auxiliary equipment for your department.
- a) State any FOUR auxiliary equipment you would recommend to them  
(4 Marks)
  - b) Explain the uses of each equipment stated above  
(8 Marks)
  - c) Discuss any TWO filing systems used in a health records department  
(8 Marks)
12. Mr. X is a health records and information officer in one of the county referral hospitals. He has received students on attachment from a nearby medical training college. Discuss any **five** (5) importance of filing medical records Mr. X is likely to explain to the students.  
(20 Marks)
13. You have been employed in a newly established hospital. Your first task is to establish a health records department.
- a) Describe any FIVE-filing equipment you would advise him to purchase  
(10 Marks)
  - b) Explain any FIVE Factors to consider when establishing a filing area  
(10 Marks)
14. Describe any TEN contents of a health records folder  
(20 Marks)