

091906T4HRI

HEALTH RECORDS AND INFORMATION TECHNOLOGY LEVEL 6

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

File Medical Records

July /Aug 2023



PRACTICAL ASSESSMENT

INSTRUCTIONS TO CANDIDATE

1. Time allocation: **30 Minutes** for performing tasks.
2. In this practical assessment you are required to perform the following **two** tasks:
 - A) You are provided with **5** patient's files to file. Demonstrate how you will file them correctly.
 - B) Retrieve five files from the filing area to be taken to eye clinic
3. You are provided with the following resources to carry out the tasks:
 - Patient's files
 - Filing area
 - Sorting table
 - Tracer cards
 - Tracer book
 - Kik-stool/ladder