

091906T4HRI
HEALTH RECORDS AND INFORMATION TECHNOLOGY -LEVEL 6
HE/OS/HR/CR/08/6/A
MANAGE HEALTH 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 Health record in medical records practice: (2 Marks)
2. Before implementing the use of EHR, hospital L was warned of some of the security threats that the hospital was at risk of experiencing. Which are FOUR of these main security threats? (4 Marks)
3. Identify any THREE equipment used to store health record tools (3 Marks)
4. State FOUR factors to consider when selecting the health case folder (4 Marks)
5. Outline any FOUR basic principles of medical form design that any health record technician should have in mind before designing a form (4 Marks)
6. State any FOUR requirements for medical records retention. (4 Marks)
7. Highlight FOUR factors to consider when establishing a health records office. (4 Marks)
8. Outline the FOUR main stages of medical records? (4 Marks)
9. State any FOUR legal aspects in maintaining Medical Health Records (4 Marks)
10. State THREE equipment used to maintain the diagnostic index (3 Marks)
11. Health records should be complete and of use for future patient care, medico-legal purposes, research and teaching, the health record must contain sufficient information. State any FOUR functions of sufficient information. (4 Marks)

SECTION B: (60 Marks)

Answer any three questions in this section.

12. Good medical records, whether electronic or handwritten, are essential for the continuity of care of patients.
 - a) Describe THREE categories under which all health records fall. (6 Marks)
 - b) Explain SEVEN uses of health records (14 Marks)
13. Privacy and confidentiality of patient information is very crucial in any health records department. Using relevant examples explain FIVE circumstances under which the contents of medical records can be disclosed. (20 Marks)

14. Trainee P, a student at medical college U, has been posted to your facility for her first attachment. As the health records and information officer in charge, you are required to take her through the contents of the unit health record as a learning objective. Explain TEN contents that you are going to take her through. (20 Marks)
15. The health records Department is mandated to manage certain special Health Records,
- a) State and briefly explain any SEVEN of these special Records (14 Marks)
 - b) Explain any THREE ways of ensuring security of these special health Records (6 Marks)

END