



## AMREF INTERNATIONAL TRAINING CENTRE

Qualification Code : 091906T4HRI  
Qualification : Health Records and Information Technology Level 6  
Unit Code : HE/OS/HR/CR/01/6/A  
Unit of Competency : File Medical Records

## WRITTEN ASSESSMENT

### INSTRUCTIONS TO CANDIDATE

1. You have **2 hours** to answer all the questions.
2. Marks for each question are indicated in the brackets.
3. The paper consists of **TWO** sections: A and B.
4. Candidates should answer the questions in English

**SECTION A: (40 Marks)**

*Answer all the questions in this section*

1. Filing system is a requirement in filing patient records. State three factors considered when choosing appropriate filing system (3 marks)
2. Good practices are a requirement by the law in filing patient records. Highlight four importance of filing medical records (4 marks)
3. Specific equipment is essential during the filing of patient records
  - a. Highlight three auxiliary equipment used in filing (3marks)
  - b. Outline one use of each piece of equipment listed in A above (3marks)
4. In a health facility, HRIOs collect patients' records from a given collection point. Identify two collection points of medical records (2marks)
5. Medical files are sorted to ensure the security and confidentiality of patient information. State four importance of sorting medical files (4marks)
6. During retrieval of patients files tracing is a requirement as per the guidelines. Outline four information recorded on a tracer card (4marks)
7. Filing systems are either digitalized or manual in their operation. Highlight FOUR advantages of manual filing system over automated filing systems (4marks)
8. There are reasons why a medical file is secured and kept confidential. identify four reasons why patient information is kept private and confidential (4 marks)
9. Filing system can be centralized or distributed. Define centralization of filing system (1 mark)
  - B. State three advantages of centralization of filing system (3 marks)
10. In terminal digit system when six digits or more are used, it is divided into three parts, name them (3 marks)
11. Security of electronic patient records is a necessity. State three methods applied in ensuring patient information is kept private and confidential in electronic systems as per the law (3 marks)

**SECTION B: (60 Marks)**

*Answer any THREE questions in this section.*

12. Tracing patient's files is essential in records department.
- A. Define the term tracing as used during filing (2 marks)
  - B) Describe four (4) different tracing systems (8 marks)
  - C) Explain five importance of tracing patient files in managing patient information (10 marks)
13. Filing system to be effective one should put into account filing requirements.
- a) Explain Ten fundamental requirements of a filing system (10 marks)
  - b) Discuss five major features that you consider before establishing a filing system (10 marks)
14. Filing of patient information is done in a manner that is orderly and organized per a given filing system.
- a) Define filing system in performing patient information management (2 marks)
  - b) Discuss Five filing systems used in modern health today. (10 marks)
  - c) Explain four reasons why filing of patient medical records is done (8 marks)
15. Electronic filing system is the most effective and efficient method of achieving timely data collection and transfer
- A) Discuss five reasons why the world is focusing in the automation of patient records filing systems (10 marks)
  - B) Explain five challenges that face the automation of patient records and their filing system (10 marks)