



AMREF INTERNATIONAL TRAINING CENTER

Qualification Code : 091906T4HRI
Qualification : Health Records and Information Technology Level 5
Unit Code : HE/OS/HR/CR/01/5/A
Unit of Competency : File Medical Records

WRITTEN ASSESSMENT

Time: 3 HOURS

INSTRUCTIONS TO CANDIDATE

1. Marks for each question are indicated in the brackets.
2. The paper consists of **TWO** sections: **A** and **B**.
3. Candidates are provided with a separate answer booklet
4. **DO NOT** write on this question paper.

*This paper consists of **THREE (3)** printed pages.*

Candidates should check the question paper to ascertain that all the pages are printed as indicated and that no questions are missing

SECTION A: (40 Marks)

Answer All Questions In This Section

1. Filing is established based on standards. Highlight four factors considered when choosing appropriate filing system (4 marks)
2. Medical records need to be systematically filed and maintained. Name FOUR benefits of filing medical records (4 marks)
3. In managing patient information, patient file is stored and filed appropriately. Enumerate THREE auxiliary equipment used in filing (3marks)
4. Patient files are collected at a specific point in a hospital before filing. Identify FOUR collection points of patient files in a hospital (4marks)
5. Medical records are filed after sorting has been performed by the Health records officers. State FOUR benefits of sorting medical files (4marks)
6. A filing system is either centralized or decentralized.
 - a) Define centralization of filing system (2mark)
 - b) Highlight THREE advantages of centralization of filing system (3 marks)
7. In terminal digit system when six digits or more are used, it is divided into three parts. Identify these parts as used in terminal digit filing system (3 marks)
8. Patient master index are filed and managed efficiently. Identify THREE filing techniques used in filing patients master index (3 marks)
9. Equipment is very specific to filing of patient information. Outline TWO uses of auxiliary equipments used in filing patient information (4marks)
10. Patient files are prone to misfiling. Name THREE reasons that may lead to misfiling of patient files (3 marks)
11. Patients files are tracked effectively. Highlight THREE types of data captured on a tracer card (3 marks)

SECTION B: (60 Marks)

Answer THREE Questions In This Section

12. Tracing patient's files is essential in records department.
- a) Define tracing (2 marks)
 - b) Describe FOUR tracing systems as used in information management (8 marks)
 - c) Discuss FIVE benefits of tracing patient medical files (10 marks)
13. Health records professionals are experts in managing patient information in relation to privacy and security of information.
- a) Define the term patient information security (2 marks)
 - b) Explain FOUR methods applied in ensuring patient information is secure and safe (8 marks)
 - c) Discuss FIVE incidences that are can lead to disclosure of patient information without consent (10 marks)
14. Filing system to be effective one should put into account filing requirements.
- a) Explain FIVE fundamental requirements of a filing system (10 marks)
 - b) Discuss FIVE challenges a manual patient records face (10 marks)
15. Health and technology have impacted in enhanced filing and management of patient information.
- a) Describe FIVE reasons why automation of filing system is greatly preferred (10 marks)
 - b) Explain FIVE challenges affecting implementation of electronic filing system (10 marks)