



AMREF INTERNATIONAL TRAINING CENTER

Qualification Code : 09190T4HRI
Qualification : Health Records and IT Level 6
Unit Code : HE/OS/HR/CR/01/6/A
Unit of Competency : Manage Health Records

WRITTEN ASSESSMENT

INSTRUCTIONS TO CANDIDATE

1. You have **TWO 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. Do not write on the question paper
5. A separate answer booklet will be provided

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 the Questions in this Section

1. Define the following term as used in health records management;
 - a) Health records management system (2 marks)
 - b) Organizing (2 marks)
2. Identify THREE types of records management system that you may recommend for a referral hospital (3 marks)
3. Having a planning team when establishing a health records department is very critical. State FOUR roles of the planning team in establishment of a health records department. (4 marks)
4. Enumerate FOUR factors to consider when selecting the type of records management system to implement (4 marks)
5. Security is one of the key aspects in health records management. Identify FOUR ways will you use to ensure security of health records (4 marks)
6. Highlight FOUR ways applied to regulate and monitor movement of health records (4 marks)
7. Legal and statutory requirements need to be followed when creating, sharing, archiving and disposing health records. Identify THREE legal and statutory bodies responsible for giving these guidelines. (3 marks)
8. Highlight THREE duties and responsibilities of a health records manager in a hospital (3 marks)
9. As a health records manager you will be required to solve different problems that arises in your department. Outline FOUR steps involved in problem solving (4 marks)
10. Medical records management involves everything connected to the creation, use, handling, and disposal of patient records. Name FOUR benefits of good medical records management. (4 marks)
11. Outline FOUR challenges faced by records officers in the case of an unmanaged medical records system. (4 Marks)

SECTION B: (60 MARKS)

Answer Any THREE Questions in This Section

12. A health information management department has different personnel who hold different positions and report to the highest level of service.
- a) With an aid of a diagram illustrate the organization structure of health information management. (10 marks)
 - b) Discuss FIVE roles of different personnel in the health information management department. (10 marks)
13. You have been hired recently in a hospital as a health records manager. You discover the health records department is yet to be established and you are required to establish one.
- a) Explain FIVE factors you will consider when establishing the health records management department. (10 marks)
 - b) Describe FIVE sub-departments in a health records department giving their functions (10 marks)
14. Electronic health records as a reliable method of managing patient and achieving quality in healthcare.
- a) Discuss FIVE requirements needed when implementing electronic health records management system (10 marks)
 - b) Explain FIVE reasons that make electronic method of managing patient information most preferred way in management (10 marks)
15. Health records is a special document required in managing patient information
- a) Describe the health record life cycle (8 marks)
 - b) Explain SIX activities involved in the management health records (12 marks)