

**091906T4HRI**

**HEALTH RECORDS AND INFORMATION TECHNOLOGY**

**HE/OS/HR/CR/01/6/A**

**File Medical Records**

**March/April 2025**



**TVET CURRICULUM DEVELOPMENT, ASSESSMENT AND CERTIFICATION  
COUNCIL (TVET CDACC)**

**WRITTEN ASSESSMENT**

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Date: 27.03.2025 10:42 AM

**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  
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 terms as used in filing of medical records. (4 Marks)
  - a) Filing
  - b) Health Records
  - c) Tracing
  - d) Waiting List
  
2. Green Valley Hospital is choosing a filing system. Based on this situation, state THREE factors the hospital will need to consider when choosing an appropriate filing system. (3 Marks)
  
3. The hospital filing area staff reported issues with mobile racking. Enumerate FOUR disadvantages of mobile racking experienced by the staff. (4 Marks)
  
4. The hospital's new filing system has shown several benefits. State FOUR benefits of filing medical records in this new system. (4 Marks)
  
5. Comprehensive patient documentation requires data from various points in the hospital. Mention TWO collection points of medical records within the hospital. (2 Marks)
  
6. Sorting medical records is crucial in the hospital's filing department. Outline FOUR reasons why sorting of medical records is important in this department. (4 Marks)
  
7. Community health services maintain various health records for patients. Mention THREE health records considered as community records. (3 Marks)
  
8. Tracer cards in the hospital contain key details for tracking medical records. Outline FOUR of these details. (4 Marks)
  
9. Color coding has been adopted in the hospital's filing system. Outline THREE benefits of color coding in this filing system. (3 Marks)
  
10. Patient medical records are retrieved from the filing area for various reasons. Highlight FOUR occasions when a patient's file may be retrieved from the filing area. (4 Marks)
  
11. In terminal digit system when six digits or more are used, it is divided into THREE parts. Mention these parts. (3 Marks)
  
12. Selecting case folders for medical records requires considering specific factors. State TWO factors to consider when selecting a case folder for medical records. (2 Marks)

**SECTION B (60 MARKS)*****Answer Any THREE Questions in This Section***

13. A busy hospital records office has been struggling with its medical record filing system. The office uses a paper-based filing system where patient records are stored alphabetically by last name. However, the office has experienced several issues with record retrieval, including misplaced files, files mixed up between patients with similar names, and frequent delays in locating records during patient visits. The staff spends significant time searching for the right files, leading to inefficiencies and potential patient care delays.
- Discuss FIVE potential causes of these filing issues (10 Marks)
  - Explain FIVE improvements the office can implement to streamline its medical records management system. (10 Marks)
14. Mr Y has been employed as a health records officer in a hospital that you are the in charge. As the HRIO in charge, you have stationed him to the filing section within the health records department.
- Describe FIVE ancillary equipment that he will require to efficiently do filing. (10 Marks)
  - Explain FIVE filing and retrieving techniques you will take him through. (10 Marks)
15. As the HRIT In-charge at Pona Hospital, you have been tasked with establishing a medical records library.
- Explain FIVE qualities the hospital library area you are establishing should have. (10 Marks)
  - Describe FIVE circumstances under which details captured in patient register and medical records can be disclosed. (10 Marks)
16. Certain policies should be determined by the medical records department and approved by the health records committee relating to requesting health records.
- Explain FIVE such health record request policies. (10 Marks)
  - Describe FIVE factors to consider when determining the appropriate retention period for health records (10 Marks)