

091906T4HRI

HEALTH RECORDS AND INFORMATION TECHNOLOGY LEVEL 6

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

Manage Health Records

March/April 2025



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

WRITTEN ASSESSMENT

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Date: 24.03.2025 10:34 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. Answer **ALL** the questions in section **A** and **Any THREE** Questions in **Section B**
4. Candidates are provided with a separate answer booklet
5. **DO NOT** write on this question paper.

This paper consists of FOUR (4) 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. Working in a busy hospital where patient care is the top priority, it becomes essential to ensure that patient records are accurate, up-to-date, and accessible to authorized personnel. To achieve this, various methods of monitoring medical records should be implemented. State FOUR methods of monitoring medical records (4 Marks)
2. The volume of medical records in a healthcare organization can vary depending on the various factors. Enumerate FOUR factors that can affect the volume of medical records (4 Marks)
3. Outline FOUR features of a records management system (4 Marks)
4. Enumerate FIVE resources that are of more significance in management of medical records (5 Marks)
5. There should be a strict procedure of control of all medical forms to prevent wasteful duplication in inefficient procedures. State FOUR control procedures for medical forms (4 Marks)
6. List FOUR reasons why it is important to evaluate the content of medical records. (4 Marks)
7. Hippocrates was first Greek physician to cast superstition and practice medicine on scientific principles, more so he was also interested in medical ethics and the author of Hippocratic Oath which pledged by physicians even today. What does the oath state? (2 Marks)
8. You are working in a busy medical records office where patients are being scheduled for various appointments, such as consultations, diagnostic tests, and follow-up visits etc. In this scenario, applying the right scheduling concepts ensures that patients are seen in a timely manner. State FIVE concepts of scheduling. (5 Marks)
9. Define the following terms as used in medical records management. (4 Marks)
 - a) Medical record survey
 - b) Medical record audit
10. List TWO objectives of quality assurance (2 Marks)

11. Tracer system is one of the strategies used in the health records and information department.

- a) List TWO advantages of the common tracer card (2 Marks)

SECTION B: 60 MARKS

Answer ANY THREE Questions in this section

12. Preparation and dissemination of medical reports are crucial components of healthcare communication, enabling healthcare providers to effectively communicate patient information.

- a) Explain FIVE general steps and consideration for preparing and disseminating medical reports (10 Marks)
- b) State FIVE measures that can be taken to ensure the security and control of special health records (10 Marks)

13. Updating medical records is crucial to ensure that the information available to healthcare providers is accurate and up-to-date.

- a) Discuss FIVE steps that can be taken to update medical records (10 Marks)
- b) Critically analyze the circumstances in which the contents of a medical record may be disclosed to a third party. (10 Marks)

14. Labeling of medical file locations typically involves organizing and categorizing medical records or documents based on their content, purpose, and other relevant factors.

- a) Explain FIVE common labels used in medical file locations (10 Marks)
- b) Discuss FIVE factors to consider when selecting a case folder. (10 Marks)

15. Special health records are records that are generated for special conditions involving patients who need specialized care, whom are handled by the staff within that specialty.

- a) Describe FIVE special health records (10 Marks)
- b) Critically explain FIVE steps applied in medical record audit (10 Marks)