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HEALTH RECORDS AND INFORMATION TECHNOLOGY LEVEL 5

HE/OS/HR/CR/07/5/A

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Archive Medical Records

March/April 2026

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

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PRACTICAL ASSESSMENT

Time: 45 MINUTES

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INSTRUCTIONS TO CANDIDATE:

You are working in a healthcare facility and it is time to weed medical records. You are required to perform the following tasks;

TASK 1: Draft a modified common tracer card.

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TASK 2: Weed 10 medical files from the active filing area.

TASK 3: Sort the retrieved files chronologically.

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TASK 4: File the retrieved files in the archival area.

You have been provided with the following resources for the practical tasks:

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- ✓ Medical files (inactive files)
- ✓ Sorting table

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- ✓ Chair
- ✓ Medical records storage equipment
- ✓ Archival area
- ✓ Filling Area
- ✓ Tracer book
- ✓ Foolscape

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