

**091905T4HRI**

**HEALTH RECORDS AND INFORMATION TECHNOLOGY LEVEL 5**

**HE/OS/HR/CR/01/5/A**

**Manage Electronic Health**

**Nov/Dec 2024**



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

**PRACTICAL ASSESSMENT**

**Time: 40 MINUTES**

**INSTRUCTIONS TO CANDIDATE**

1. In this assessment, you are required to complete the following tasks:

**TASK 1**

Create a manual appointment card for one patient on the piece of paper provided.

**TASK 2**

Transfer the manual appointment card created to a word form in the desktop.

**TASK 3**

Rename the word file as PATIENT APPOINTMENT.

**TASK 4**

Share the appointment file to the physician through email provided. The subject of the email should be CLINIC APPOINTMENT.

2. You are provided with the following resources;

- Computer installed with MS office
- Computer accessories, power source

- Email to receive the appointment list
- Stationaries
- Internet

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