



AMREF INTERNATIONAL TRAINING CENTRE

Qualification Code : 091906T4HRI
Qualification : Health Records and IT Level 6
Unit Code : HE/OS/HR/CR/01/6/A
Unit of Competency : REGISTER PATIENTS

WRITTEN ASSESSMENT

INSTRUCTIONS TO CANDIDATE

1. In this assessment, you will be required to answer **written** questions.
2. *You have **2 hours** to answer all the questions.*
3. *Marks for each question are indicated in the brackets.*
4. *The paper consists of **TWO** sections: A and B.*
5. *Candidates should answer the questions in English*

SECTION A: SHORT RESPONSE QUESTIONS (40 MARKS)

Answer all the questions in this section by writing down your responses in the spaces provided.

1. Health record as a department has got given methods applied in identification of the patient during registration. Highlight Four patient identification methods (4marks)
2. Patients' registration is an important activity in a hospital. Identify (2) reasons why interviewing the patient is important before registration. (2 marks)
3. Patients' registration is essential practices. Identify four reasons why we capture name of the patients in the biodata (4 marks)
4. Patients' biodata is recorded during registration. Highlight Five (5) biodata recorded? (5marks)
5. Security of patient's information is essential aspect in maintaining confidentiality. Enumerate Four (4) ways of securing patients information (4 marks)
6. To ensure continuous healthcare services to a patient, patient information is shared to different authorized personnel in the hospital, Identify Four (4) people (4 marks)
7. Appointment of patients is needed to ensure proper planning and running of clinics.
 - a) Define the term appointment (2 marks)
 - b) A patient attended clinic on 13th June, 2022. In the clinician notes it was indicated TCA 2/52. Calculate appropriate date when this patient should attend his/her next clinic (3 marks)
8. As a health records officer, you are required to advise the patient on appointments based on the doctors' instructions. Highlight four types of information you will advise them on (4 marks)
9. Different medical conditions need to be attended to specific clinics. Identify (3) types of special clinics found in a health facility and the specialty they treat. (3 marks)
10. Medical records collection is at a specified area. Highlight Three (3) medical records collection points (3marks)

SECTION B: EXTENDED RESPONSE QUESTIONS (60 MARKS)

Answer any THREE questions in this section by writing down your responses in the spaces provided.

11. As a health records technician; one of your roles is to register the patients visiting the hospital for treatment.
- a) With the use of examples, describe steps followed in outpatient registration (10 marks)
 - b) Explain five methods you will use to identify a patient before registration (10 marks)
12. Healthcare organizations can no longer afford to send patients home and simply close their files on their care. Instead, many facilities have adopted more practice and timely approaches to patient follow-up.
- a. Discuss five (5) importance of this approach (10 marks)
 - b. Elaborate the concept of scheduling and the appointment process (10marks)
13. Health records are used for different purposes by different stakeholders in healthcare.
- a) Discuss Five different types Special records (10 marks)
 - b) Explain Five uses of medical records records (10 marks)
14. Electronic registration is considered to be a vital tool of information and communication technology (ICT) to improve the quality of medical care, but the limited adoption of EMR by physicians is a hindrance to its successful implementation.
- a) Explain five (5) potential barriers to the adoption of Electronic Medical Records. (10marks)
 - b) Explain five (5) possible solutions to the barriers in (a) above. (10marks)