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Date: 05.03.2026 04:00 PM

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HEALTH RECORDS AND INFORMATION TECHNOLOGY LEVEL 5

HE/OS/HR/CR/01/5

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Maintain Health Records

Date: 05.03.2026 04:00 PM

March/April 2026

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

PRACTICAL ASSESSMENT

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Time: 1 HOUR

CANDIDATE INSTRUCTIONS:

1. In this practical assessment, you are required to perform the following tasks as per the requirements of clinic preparation:

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TASK 1: Capture the details of the patients in the common tracer cards provided

Date: 05.03.2026 04:00 PM

TASK 2: Capture the details of the patients in the tracer book provided

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TASK 3: Retrieve the 10 files from the filing area

Date: 05.03.2026 04:00 PM

TASK 4: Remind the patients on date, time and venue of the appointment via phone call

2. You will be provided with the following resources:

Date: 05.03.2026 04:00 PM

- Appointment diary containing the list of 10 MOPC patients
- Sorting table
- Tracer book
- Chair
- Tracer cards
- Filing area (library)
- Kik stool

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Date: 05.03.2026 04:00 PM