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**091906T4HRI**

## HEALTH RECORDS AND INFORMATION TECHNOLOGY LEVEL 6

**HE/OS/HR/CR/01/6**

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**Archive Medical Records**

**July/August 2025**

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## TVET CURRICULUM DEVELOPMENT, ASSESSMENT AND CERTIFICATION

### COUNCIL (TVET CDACC)

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Date: 31.07.2025 11:00 AM

**Time: 3 HOURS**

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### INSTRUCTIONS TO CANDIDATE

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1. This paper consists of **TWO** sections: **A** and **B**.
2. Attempt **ALL** questions in section A and **ANY THREE (3)** questions in section B.
3. Marks for each question are indicated in the brackets.
4. Candidates are provided with a separate answer booklet.
5. Do not write on the question paper

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**This paper consists of THREE (3) printed pages. Candidate should check the question paper to ascertain that all pages are printed as indicated and that no**

**questions are missing.**

**SECTION A (40 MARKS)**

*Attempt ALL questions in this section*

1. Hospital data or records for archival originates from different sources. List FOUR of these sources. (4 Marks)
2. Define the following terms as used in archival of medical records:
  - a) Weeding (1 Mark)
  - b) Sorting. (1 Mark)
  - c) Disposal. (1 Mark)
3. Health system is currently transitioning from manual storage to digital forms. State FOUR benefits of microfilming. (4 Marks)
4. The medical records retention policy stipulates that some records should be kept permanently. Give TWO medical records that are retained permanently. (2 Marks)
5. You are the health records officer in charge of facility XYZ and you want to carry out destruction of medical records in your office. Mention FIVE ways of destroying health records. (5 Marks)
6. The government of Kenya has the National Archives for storage of records. Identify THREE roles national archives. (3 Marks)
7. You are part of the committee tasked to enable the transitioning of facility from manual data collection to digital. Compare and contrast between digital health records and manual health records storage. (4 Marks)
8. Health records have grown over time and there is need for creation of space for storage. As such, you have to remove active records from inactive. Differentiate between active and inactive records. (4 Marks)
9. As per policy guidelines there are records that need to be stored for a specific period. Mention FOUR types of health records that can be kept in hospital for more than five years. (4 Marks)
10. Archive Medical Records is one of the important modules as far as Health Records is concerned. Give FOUR importance of archiving medical records. (4 Marks)
11. In Kenya, medical retention is a requirement stipulated by the law. Identify THREE requirements for medical records retention. (3 Marks)

**SECTION B (60 MARKS)**

*Attempt ANY THREE (3) questions in this section*

12. Storage of medical records is a critical aspect as far as treatment is concerned.

- a) Explain FIVE importance of health records storage. (10 Marks)
- b) Describe FIVE challenges associated with storage of health records.

13. When disposing medical records, there are various personnel involved in the process.

- a) Explain FIVE such personnel. (10 Marks)
- b) Describe FIVE factors to consider before disposal. (10 Marks)

14. Establishing a health records archive is very crucial and must be done with proper planning and analysis.

- a) Explain the SIX phases to be followed when establishing health record archives. (12 Marks)
- b) Describe FOUR considerations to be made before the establishment of health records archive. (8 Marks)

15. Preservation and conservation of medical records are key in any healthcare facility.

- a) Describe FIVE problems affecting preservation and conservation of information materials in Kenyan institutions managing medical records and archives. (10 Marks)
- b) Explain FIVE legal aspects of medical records archival. (10 Marks)