

Printed By: Amref International Training Center

Date: 24.11.2025 03:14 PM

**091905T4HRI**

## **HEALTH RECORDS AND INFORMATION TECHNOLOGY LEVEL 5**

**HE/OS/HR/CR/06/5**

Printed By: Amref International Training Center

**Archive Medical Records**

Date: 24.11.2025 03:14 PM

**November/December 2025**

Printed By: Amref International Training Center

Date: 24.11.2025 03:14 PM



Printed By: Amref International Training Center

Date: 24.11.2025 03:14 PM

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

Printed By: Amref International Training Center

Date: 24.11.2025 03:14 PM

### **WRITTEN ASSESSMENT**

**TIME: 3 HOURS**

Printed By: Amref International Training Center

Date: 24.11.2025 03:14 PM

### **INSTRUCTIONS TO CANDIDATE**

Printed By: Amref International Training Center

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.

Printed By: Amref International Training Center

Date: 24.11.2025 03:14 PM

3. Marks for each question are indicated in the brackets.

4. Candidates are provided with a separate answer booklet.

Printed By: Amref International Training Center

5. Do not write on the question paper.

Date: 24.11.2025 03:14 PM

Printed By: Amref International Training Center

Date: 24.11.2025 03:14 PM

**This paper consists of FOUR (4) printed pages.**  
**Candidates 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 the questions in this section.*

1. There are different types of health records that are generated in hospitals and used in management of patients and general healthcare delivery. Distinguish between active and inactive health records. (4 Marks)
2. Hospital X is deciding whether to continue using paper-based medical records or invest in an electronic system to enhance patient care and efficiency. Mention FOUR advantages of using electronic systems for medical record storage over paper based in archive area. (4 Marks)
3. A hospital has a mixture of digital and physical medical records and needs to ensure both are preserved in accordance with legal and healthcare guidelines. Identify FOUR methods used to preserve medical records in archive area. (4 Marks)
4. A healthcare provider has received inquiries from patients and regulatory bodies regarding the preservation of medical records. The hospital needs to outline its practices for record preservation. Name FOUR significance of preserving patient medical records. (4 Marks)
5. During disposal and destruction of medical files, there is information that should be extracted from the file before it is destroyed. State FOUR kinds of information to be extracted. (4 Marks)
6. The storage of medical files is a critical aspect of maintaining a patient's health records. Mention FOUR factors to consider when establishing a health records archive. (4 Marks).
7. Retention and archiving of medical records is vital for medical facilities. Mention FOUR importance of archiving medical records. (4 Marks)
8. In a filing library of medical record, labelling of the defined equipment for filing is vital to ensure easy retrieval of files and mitigate misfiling of the health records. Identify FOUR measures for labelling in a library. (4 Marks)

Printed By: Amref International Training Center

Date: 24.11.2025 03:14 PM

9. The retention period of medical records can vary depending on the type of the record and legal requirements in a specific jurisdiction. Give the retention period of the following medical records. (4 Marks)

a) Master patient index card.

b) Birth registers.

c) Death registers.

d) Surgical procedures register.

10. State FOUR circumstances under which medical records are not to be destroyed.

Printed By: Amref International Training Center  
Date: 24.11.2025 03:14 PM (4 Marks)

Printed By: Amref International Training Center

Date: 24.11.2025 03:14 PM

Printed By: Amref International Training Center

Date: 24.11.2025 03:14 PM

Printed By: Amref International Training Center

Date: 24.11.2025 03:14 PM

Printed By: Amref International Training Center

Date: 24.11.2025 03:14 PM

Printed By: Amref International Training Center

Date: 24.11.2025 03:14 PM

Printed By: Amref International Training Center

Date: 24.11.2025 03:14 PM

**SECTION B: (60 MARKS)**

***Attempt any THREE (3) questions from this section***

12. Paper-based records containing resident-identifiable data must be destroyed in a manner that makes it impossible to reconstruct and read the information.

- a) Outline FIVE methods of medical records destruction. (10 Marks)
- b) Explain FIVE methods one can use to conserve records in an archive. (10 Marks)

13. Hospital X wants to establish a health records archive.

- a) Describe FIVE factors to consider when setting up such a project. (10 Marks)
- b) Explain FIVE advantages of digital archiving of health records in a health facility. (10 Marks)

14. A facility wishes to establish a new archive. The facility has to choose the filing system to use and adhere to the principles of filing.

- a) Describe FOUR types of filing systems. (12 Marks)
- b) Explain FOUR principles of archive filing area the facility should observe. (8 Marks)

15. Medical records are an essential part of a patient's healthcare history, and their proper archival is critical for maintaining the continuity of care.

- a) Explain FIVE archival techniques used in medical records library. (10 Marks)
- b) Describe FIVE aspects of archival law and ethics for medical files in Kenya. (10 Marks)