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HEALTH RECORDS AND INFORMATION TECHNOLOGY LEVEL 6

HE/OS/HR/CR/03/6

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Register Patients

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November/December 2025

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

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Date: 25.11.2025 07:50 AM

WRITTEN ASSESSMENT

TIME: 3 HOURS

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INSTRUCTIONS TO CANDIDATES

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1. This paper consists of **TWO** sections: **A** and **B**.
2. Attempt **ALL** questions in sections A and **any THREE (3)** 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.

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 questions in this section.

1. Hospitals give priority to some patients due to their medical state. State FOUR categories of patients that are given priority during registration process. (4 Marks)
2. Health Records Technologists Perform admission in their daily activities. Define the term admission as used in patient registration. (2 Marks)
3. Many facilities run different special clinics to fulfill the needs of patients who need specialist's attention. List FOUR types of special clinics. (4 Marks)
4. While conducting patient registration, a health records officer should possess qualities that will enhance his performance. Identify THREE of such qualities. (3 Marks)
5. Duplication in health records results in inaccuracy while disseminating these records. State THREE ways of preventing duplication during patient registration. (3 Marks)
6. Patient registration forms serve as the initial point of contact between healthcare providers and individuals seeking medical care. Name FIVE details captured on patient's registration form. (5 Marks)
7. Appointments in the hospital are drawn from various sources. List FIVE sources of appointments in hospital. (5 Marks)
8. Names are not used as unique identifiers during patient registration. Identify TWO reasons for this rule. (2 Marks)
9. Some hospitals have adopted electronic pre-registration. State FOUR advantages of using this practice. (4 Marks)
10. Patient registration is guided by regulations. Identify FOUR legal aspects of medical records that should be considered when registering the patient. (4 Marks)
11. Patients often miss their hospital check-up appointments. State FOUR reasons for this occurrence. (4 Marks)

SECTION B: (60 MARKS)

Attempt any THREE questions from this section

12. You have been appointed to give a talk in a health records empowerment seminar. You are required to give a broad insight challenges that may be encountered during patient registration.

a) Explain FIVE challenges in patient registration. (10 Marks)

b) Describe FIVE solutions that can curb these challenges. (10 Marks)

13. Mr Kay has visited the facility where you work as a health records officer, to receive treatment for the first time. One of the first thing you should do is registering Mr Kay.

a) Explain FIVE objectives of patient registration. (10 Marks)

b) Describe FIVE steps Mr Kay should follow during registration. (10 Marks)

14. The process of documenting patient information starts at registration. Health records officers may register patients either manually or through the facility's electronic registration system. The recorded information must be securely stored and shared only with authorized personnel.

a) Explain FIVE security measures to ensure that e-registers are secure. (10 Marks)

b) Describe FIVE circumstances under which details captured in patient register and medical records can be disclosed. (10 Marks)

15. Mrs M is employed at sub-county hospital. In her job description, she should be registering patients that visit the facility for the first time. It is required of her to ensure correct capture of data during registration, otherwise it would lead to patient not being served accordingly.

a) Explain FIVE Cs that Mrs M should follow for correct patient registration. (10 Marks)

b) Describe FIVE consequences that Mrs M will cause when she captures wrong details during patient registration. (10 Marks)