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HEALTH RECORDS AND INFORMATION TECHNOLOGY LEVEL 5

HE/OS/HR/CR/03/5

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**Collect and Submit Health Data
November/December 2025**

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

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WRITTEN ASSESSMENT

TIME: 3 HOURS

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INSTRUCTIONS TO CANDIDATE

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1. This paper consists of **TWO** sections: **A** and **B**.

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2. Attempt **ALL** questions in section A and **ANY THREE (3)** questions in section B.

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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 the questions in this section.*

1. Collect and submit health data is a process of gathering health information for different kinds of use. State FOUR objectives of collecting and submitting health data. (4 Marks)
2. As a health records officer you are mandated to perform editing.
 - a) Define data editing. (2 Marks)
 - b) State TWO importance of health data editing. (2 Marks)
3. Data is unprocessed information. Name FOUR data collection points in a hospital. (4 Marks)
4. Effective data presentation uses narrative techniques and visual elements to make complex information clear, actionable and memorable. List FOUR approaches in which data can be presented. (4 Marks)
5. One of the goals of health information system is to improve healthcare quality and support public health initiatives. Mention THREE components of health information system. (3 Marks)
6. During data collection, the data are prone to errors which can be corrected by observing various factors. Give THREE effects of collecting health data inaccurately. (3 Marks)
7. Different level of hospitals offers different services. List FOUR types of services that a sub county hospital can offer. (4 Marks)
8. Health Information System (HIS) collects data from different sources. List TWO main types of data in HIS. (2 Marks)
9. There are some essential factors that should be considered before delving into data collection. Identify FOUR factors to consider before data collection. (4 Marks)
10. State FOUR importance of health information systems (HIS) as a Health Records and Information Technician in charge of a health facility. (4 Marks)
11. Reporting is crucial in ensuring that complex data is simplified for health systems. Identify the following reporting tools. (4 Marks)
 - a) MOH 105
 - b) MOH 701
 - c) MOH 702
 - d) MOH 268

SECTION B: (60 MARKS)

Attempt any THREE (3) questions in this section

12. Mr. Y an HRIT officer at Palm Hospital has been having problems in submitting quality reports to the ministry of health through SCHRIO.

a) Outline FIVE policies that the hospital management should put in place to ensure quality control of the reports. (10 Marks)

b) Explain FIVE Attributes of Data Quality. (10 Marks)

13. There have been security issues when electronically submitting health data of patients in a hospital where you work. As a qualified health records technician;

a) Describe FIVE advices you would give the hospital management to improve health data security. (10 Marks)

b) Outline FIVE importance of electronically submitting health data of patients in a hospital. (10 Marks)

14. The government plays key roles in supporting collection and submission of health data.

a) Describe FIVE roles played by the government in supporting health data collection and submission. (10 Marks)

b) Explain FIVE stakeholders of health Information System in Kenya. (10 Marks)

15. During data reporting, reports generated using information collected through the Health Information System are submitted basing on accuracy and timeliness.

a) Explain FIVE importance of accurate and timely submission of health data in the management of health systems. (10 Marks)

b) Describe FIVE challenges faced in the submission of health data in healthcare systems. (10 Marks)