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Date: 05.03.2026 03:55 PM

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HEALTH RECORDS AND INFORMATION TECHNOLOGY LEVEL 5

HE/OS/HR/CR/05/5

Date: 05.03.2026 03:55 PM

File Medical Records

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

Date: 05.03.2026 03:55 PM

INSTRUCTIONS TO CANDIDATE:

1. A new hospital YZ in your home town, wants to build a hospital library and you have been appointed as a health record officer in charge of the health records department to help in coming up with the library.

You are required to perform the following tasks

Date: 05.03.2026 03:55 PM

Task 1: Using the principles of terminal digit filing system, assign the IP numbers to ten files and file them appropriately in the filing area.

Task 2: Retrieve six (6) files from the filing area to be taken to GOPC.

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2. You have been provided with the following resources for the practical tasks:

- 10 new Patients files
- 6 IP numbers for GOPC
- Filing area
- Sorting table

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- **Tracer cards**
 - **Tracer book**
 - **Kik stool/ladder**
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