

091905T4HRI

HEALTH RECORDS AND INFORMATION TECHNOLOGY LEVEL 5

HE/OS/HR/CR/07/5/A

Archive Medical Records

Nov/Dec 2024



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

PRACTICAL ASSESSMENT

Time: 30 Minutes

INSTRUCTIONS TO CANDIDATE:

1. You are working in a healthcare facility and it is time to file medical records in the archival area. Using the list of files provided, you are required to perform the following tasks:
TASK 1: Retrieve SIX files from the library.
TASK 2: Separate active files from inactive files and record them.
TASK 3: File the inactive file in the archive area.
2. You are provided with the following resources;
 - ✓ File numbers (inactive and Inactive files)
 - ✓ Sorting table
 - ✓ Chair
 - ✓ Medical records filling area and archival area
 - ✓ Tracer cards

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