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HEALTH RECORDS AND INFORMATION TECHNOLOGY LEVEL 6

HE/OS/HR/CR/08/6

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Manage Health Records

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March/April 2026

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

PRACTICAL ASSESSMENT

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CANDIDATE INSTRUCTIONS:

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1. You are required to perform the following tasks:

TASK 1: You have received five files from Gynecology Out Patient Clinic (GOPC) which took place yesterday, file them correctly.

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TASK 2: According to your outpatient clinic schedule you will be having a Medical Out Patient Clinic (MOPC) tomorrow. Retrieve the five files and take them to the clinic

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2. You will be provided with the following resources:

- List of MOPC files (5)
- List of GOPC files (5)
- Sorting table
- Chair
- Tracer cards
- Tracer book
- Filling area (library)
- Kik stool

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