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**091905T4HRI**

## **HEALTH RECORDS AND INFORMATION TECHNOLOGY LEVEL 5**

HE/OS/HR/CR/04/5

### **File Medical Records**

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

1. You have been instructed by the in charge to establish a new filing system for active files. State FOUR factors considered when choosing appropriate filing system. (4 Marks)
2. Auxiliary equipment makes work easier for health records and information technicians during filing. List FOUR auxiliary equipment used in filing. (4 Marks)
3. The use of computers in health care facility has been greatly embraced. State FOUR advantages of filing medical records digitally. (4 Marks)
4. A folder consists of various medical documents. List FOUR documents that are included in a folder. (4 Marks)
5. There are a number of filing systems being used in various hospitals. Identify FOUR advantages of cabinet filing system. (4 Marks)
6. List FOUR ways you would tell that the filing system used is terminal digit filing and not a straight numerical filing system. (4 Marks)
7. Color coding has been adopted in the hospital's filing system. State FOUR benefits of color coding in this filing system. (4 Marks)
8. Filing is keeping of documents in a safe place and being able to find them easily and quickly. State FOUR qualities of a good filing system. (4 Marks)
9. Terminal filing system is ideal for level 5 and level 6 hospitals. List FOUR merits of terminal digit filing system. (4 Marks)
10. Comprehensive patient documentation requires data from various points in the hospital. Mention FOUR collection points of medical records within the hospital. (4 Marks)

**SECTION B (60 MARKS)**

***Attempt Any THREE (3) questions in this section***

11. A busy Level IV hospital has been struggling with its medical record filing system. The hospital uses a paper-based filing system. However, the hospital has experienced several issues with record retrieval, including misplaced files.

a) Describe FIVE potential causes of these filing issues. (10 Marks)

b) Explain FIVE improvements the office should implement to streamline its medical records management system. (10 Marks)

12. Tracing skills and knowledge is essential for health records and information technicians to perform their tasks effectively.

a) Explain SIX particulars recorded in a tracer card. (12 Marks)

b) Describe FOUR types of tracing systems. (8 Marks)

13. Patients' files are very useful as far as patients' health is concerned.

a) Explain FIVE occasions during which a patient's file may be retrieved from the filing area. (10 Marks)

b) Describe FIVE factors that should be considered when selecting the equipment to be used in a medical filing area. (10 Marks)

14. You have been appointed as a health records and information technician In-charge at a newly established hospital and your first task is to establish filing area.

a) Explain FIVE qualities that should be considered when establishing hospital library. (10 Marks)

b) Outline FIVE techniques for filing medical records. (10 Marks)