

**091905T4HRI**

**HEALTH RECORDS AND INFORMATION TECHNOLOGY LEVEL 5**

**HE/OS/HR/CR/05/5/A**

**File 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 required to perform the following tasks
  - i. File the TEN patients' files provided.
  - ii. Retrieve TEN patient files from the filing area to be taken to ENT clinic.
2. You have been provided with the following resources for the practical tasks:
  - Patient's files
  - Filing area
  - Sorting table
  - Tracer cards
  - Tracer book
  - Kik-stool/ladder
  - Patient file numbers

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