

**091906T4HRI**

**Health Records and Information Technology Level 5**

**HE/OS/HR/CR/01/5/A**

**Archive medical records**



**AMREF INTERNATIONAL TRAINING CENTER**

**WRITTEN ASSESSMENT**

**Time: 3 HOURS**

**INSTRUCTIONS TO CANDIDATE**

1. You have **THREE** hours to answer all the questions.
2. Marks for each question are indicated in the brackets.
3. The paper consists of **TWO** sections: A and B.
4. Do not write on the question paper.
5. A separate answer booklet will be provided.

*This paper consists of **THREE (3)** printed pages*

*Candidates should check the question paper to ascertain that all the pages are printed as indicated and that no questions are missing*

**SECTION A: (40 Marks)**

*Answer all questions in this section*

1. Define the below terms as used in archival (4marks)
  - i) Archive
  - ii) Editing and auditing
2. Sorting and weeding of health records are terms used interchangeably. Distinguish between sorting and weeding as used in file management (4marks)
3. Health records are essential documents that requires specific classifications during management. Identify two types of medical records in healthcare (2 marks)
4. Highlight two (2) main advantages of storing records in their complete form (2marks)
5. Health records are always guided by the law to initiate retention and destruction of patient medical records. Enumerate (2) patient care records that should never be destroyed (2marks)
6. Outline two (2) types of records that can be kept in the health facility for a longer than normal length of time (2marks)
7. Records undergo retention for some time after weeding has been done State four (4) requirements for medical records retention (4marks)
8. Distinguish between active and inactive medical records. (4marks)
9. Records are normally managed as per their specific classification. Identify Four classifications of patient records (4marks)
10. Hospital is built on the basis of reliable and efficient documentations. Highlight Four methods applied in efficient records management (4 marks)
11. Highlight four (4) storage techniques used in medical records archives. (4 marks)
12. Maina wanted to establish an archival center. Outline (4) factors to consider when establishing a health records archive (4marks)

13. HRIOs are in charge of destroying obsolete records. Identify Two factors considered by them before initiating destruction (2marks)

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**SECTION B (60 Marks)**

**(Answer THREE questions in this section. Each questions have 20 marks.)**

14. Security at medical records archival repositories balances threats against assets and sets up protections that make materials accessible while protecting as much as possible from missing.
- a) Describe five (5) measures that can be put in place to solve the problem of missing files in archives (10marks)
  - b) Discuss five (5) factors affecting physical quality of paper based medical records (10marks)
15. Medical records are maintained and stored in a specific area well designated to the purpose of managing information
- a) Explain Five factors considered while establishing a filing are for archived records (10 marks)
  - b) Describe Five reasons that lead to filing of patients records after archival (10marks)
16. Since the beginning of the 21st century, the world has entered in a digital revolution where digital tools and apps are used extensive and most hospitals are now reducing archiving to its most simple solution through digitalization.
- a) Explain five (5) advantages of digital archives over paper based (10 marks)
  - b) Explain five (5) factors that are contributing to slow adoption of digital archiving in most hospitals (10 marks)
17. Archival of medical records is done through considerations of legal requirements and guidelines
- a) Explain Five reasons why medical records should be archived under supervision of the law and legal guidelines (10 marks)
  - b) Discuss five reasons that can lead to disclosure of patient information without consent (10 marks)