

**091906T4HRI**

**Health Records and Information Technology Level 6**

**HE/CU/HR/CR/06/6/A**

**File Medical Records**

**July/August 2025**



**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 the questions in this section*

1. The administrative team is exploring the most effective way to store patient records and needs to consider several factors before selecting a filing system. State **THREE** factors considered when choosing an appropriate filing system (3 marks)
2. The Medical Records Department at City Health Center is training new clerks on why filing medical records is crucial to the delivery of healthcare services. Identify **FOUR** importance of filing medical records. (4 marks)
3. During a practical training session, students at a health records institute are shown various auxiliary tools used in the medical records department
  - a) State **THREE** auxiliary equipment used in filing (3marks)
  - b) Outline one use of each equipment listed in (a) above (3marks)
4. As part of improving record flow, the supervisor of the health records unit is mapping out where records are collected within the hospital. Highlight **TWO** collection points of medical records. (2marks)
5. Before beginning the day's work, records staff at Sunrise Hospital sort all patient files received from the wards and clinics. Recall **FOUR** importance of sorting medical files (4marks)
6. The Health Information Manager is training interns on the use of tracer cards to monitor the movement of files within the hospital. Outline **FOUR** information recorded on a tracer card (4marks)
7. A routine audit in the filing department revealed several misfiled patient records. The supervisor asks the team to brainstorm possible causes. Enumerate **THREE** causes of misfiling. (3marks)
8. The front desk staff are often required to retrieve patient records. Mention **FOUR** occasion that patient's file may be retrieved (4marks)
9. A bid to improve efficiency, Sunshine Hospital is considering centralizing its medical records. The Records Manager briefs the team on the concept and its benefits.
  - a) Define centralization of filing system (1 mark)

- b) State **THREE** advantages of centralization of filing system (3 marks)
10. In a terminal digit filing system that uses six or more digits, the number is typically divided into three distinct sections. Name these three parts. (3 marks)
11. During a medical records management class, students are asked to recall the different techniques used in maintaining the patient master index. Outline **THREE** filing techniques used in filing patients master index (3marks)

**SECTION B: (60 Marks)**

*Answer any THREE questions in this section.*

12. You have recently been deployed as a Health Records and Information Officer at a busy county hospital. One of your key responsibilities is ensuring that patient files can be located efficiently when needed.

- a) Define the term tracing in the context of managing patient records. (2 marks)
- b) The hospital administrator has asked you to evaluate different tracing systems. Describe **THREE** tracing systems, giving one advantage and one disadvantage of each. (12 marks)
- c) As part of improving the medical records system, you are tasked with reviewing the methods used for assigning record numbers to patient files. Discuss **THREE** methods of record numbering used in medical records management. (6 marks)

13. St. Theresa Medical Centre is a busy urban healthcare facility that manages thousands of patients records every year. The medical records officer has been tasked with evaluating different filing methods and recommending the most appropriate system for the hospital's needs.

- a) Discuss **FIVE** filing methods that the officer will choose from ,stating one advantage and one disadvantage of each method (10 marks)
- b) Describe one advantage and one disadvantage of each filing method discussed in a) above (10 marks)

14. Filing system to be effective one should put into account filing requirements.

- a) Explain **FIVE** fundamental requirements of a filing system (10 marks)
- b) Discuss the procedures involved in management of health records requests (10 marks)

15. At Hopewell District Hospital, the Health Information Management department has been experiencing difficulties in organizing and storing patients' case records and X-ray films efficiently.

- a) Discuss **FIVE** filing equipment they will use in filing case records and X-rays films; stating one advantage and one disadvantage of each equipment (10 marks)
- b) Describe **FIVE** strategies they will use to ensure security of medical records in the filing area (10 marks)

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