

091905T4HRI

HEALTH RECORDS AND INFORMATION TECHNOLOGY LEVEL 5

HE/OS/HR/CR/04/5/A

File Medical Records

March/April 2025



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

WRITTEN ASSESSMENT

Printed By: Amref International Training Center

Date: 27.03.2025 10:41 AM

Time: 3 HOURS

INSTRUCTIONS TO CANDIDATE

1. Marks for each question are indicated in the brackets.
2. The paper consists of **TWO** sections: **A** and **B**.
3. Answer **ALL** the questions in section **A** and **Any THREE** Questions in **Section B**
4. Candidates are provided with a separate answer booklet
5. **DO NOT** write on this question paper.

**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)

Answer ALL the questions in this section.

1. Define the term filing. (2 Marks)
2. Highlight FOUR filing techniques. (4 Marks)
3. Collection of medical records is a critical process that involves capturing and consolidating patient information. List THREE medical records collection points. (3 Marks)
4. Distinguish between centralized and decentralized filing systems. (2 Marks)
5. You have been tasked with establishing the Health Records department in a newly established hospital. List TWO filing equipment you would advise the management to purchase. (2 Marks)
6. Use of computers in health care facility has been greatly embraced. State THREE advantages of filing medical records digitally. (3 Marks)
7. Outline THREE characteristics of terminal digit filing system. (3 Marks)
8. State FOUR factors considered when choosing an appropriate filing system. (4 Marks)
9. Terminal digit filing is a systematic approach that involves organizing and locating patient records based on their terminal digits. State THREE parts of terminal digit. (3 Marks)
10. Filing area is an important part used for storing medical records. Outline FOUR factors to consider when establishing a filing area. (4 Marks)
11. Identify FOUR advantages of cabinet filing system. (4 Marks)
12. State THREE disadvantages of straight numerical filing system. (3 Marks)
13. Highlight THREE tracing systems used in health records departments (3 Marks)

SECTION B (60 MARKS)

Answer Any THREE Questions in This Section

14.

a) Using appropriate examples explain FIVE threats that you should consider when planning for paper-based health records filling area (10 Marks)

b) Describe FIVE ways in which the threats in 14 (a) above can be minimized. (10 Marks)

15. Mr. Y has been diagnosed with severe malaria. You have been instructed to prepare a file for his admission. Describe TEN documents that will be contained in Mr.Y. file

(20 Marks)

16. 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) Discuss FIVE factors that should be considered when selecting the equipment to be used in a medical filling area. (10 Marks)

17. Some health records would be maintained in the primary file area longer than is stipulated in the hospital's retention policy

a) Discuss FIVE special health records (10 Marks)

b) Highlight FIVE disadvantages of filing medical records manually (10 Marks)