

Qualification Code : 091905T4HRI
Qualification : Health Records and IT Level 5
Unit Code : HE/OS/HR/CR/01/5/A
Unit of Competency : REGISTER PATIENTS



AMREF INTERNATIONAL TRAINING CENTER

WRITTEN ASSESSMENT

Time: 3 HOURS

WRITTEN ASSESSMENT

INSTRUCTIONS TO CANDIDATE

1. You have **2 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. Answer all questions in section A and select three questions in section B
5. Candidates should answer the questions in English

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: Answer all questions in this section (40 MARKS)

1. Define the following terms as used in healthcare:
 - a) Registration (2marks)
 - b) Admission (2marks)
2. You want to capture patient data in hospital XYZ. Identify FOUR patient's biodata that can be captured during registration. (4marks)
3. Patient master index forms an integral part of the registration process. Highlight FOUR details that must capture on patient master index card during registration. (4 marks)
4. During appointment of patients, many of them get confused especially when a wrong system is used and thereafter they miss out on appointment. Enumerate four (4) possible reasons why patients may miss appointment. (4marks)
5. At the time of registration process, certain patients might be given priority over others. Highlight FOUR categories of patients that are given priority over others when registering patients. (4marks)
6. When a patient was being registered, the health records officer in charge found that the patient is unable to recall the age. Enumerate FOUR methods HRIOs uses to identify a patient (4marks)
7. As a health records officer, one of your roles is to advise patient on doctor's recommendation. Highlight FOUR possible outcomes of not taking drugs as per doctor's recommendation. (4marks)
8. Manula the HRIO wanted to share patients data to the insurance. Identify FOUR ways she can use to ensure patients data and information is secured. (3marks)
9. With advancement in technology, many hospitals are now embracing digital registration as opposed to manual system. Outline FOUR benefits of electronic registration over manual system. (4marks)
10. Systems of registration enhances easy and faster registration of patients. Highlight FOUR types of patient registration system. (4marks)

SECTION B: Select three questions in this section (60 MARKS)

11. As a health records technician; one of your roles is to register the patients visiting the hospital for treatment.

A) Describe steps followed in out-patients' registration. (10 marks)

B) Explain Five reasons why patients are registered before hospital care (10 marks)

12. Healthcare organizations can no longer afford to send patients home and simply close their files on their care. Instead, many facilities have adopted more practice and timely approach to patient's follow-up.

A) Discuss FIVE importance of conducting follow-ups on patients (10marks)

B) Explain FIVE reasons why technology is considered effective method of conducting appointment and follow up of patients (10 marks)

13. Wemali registered patients and advised them accordingly in order that they can receive care and treatment.

A) Describe the flow of information in an Out-patient facility hospital (10 marks)

B) Explain FIVE persons authorized to access patient information without consent (10 marks)

14. Electronic registration is considered to be a vital tool of information and communication technology (ICT) to improve the quality of medical care, but the limited adoption of EMR by physicians is a hindrance to its successful implementation.

a) Explain five (5) potential barriers in the adoption of Electronic Medical Record in African countries today (10 marks)

b) Explain five (5) possible solutions to the barriers of implementing digital patient registration systems (10marks)