

**091906T4HRI**

**HEALTH RECORDS AND INFORMATION TECHNOLOGY LEVEL 6**

**HE/OS/HR/CR/05/6/A**

**Archive 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:

**TASK:** You have been given 5 files, from which 3 are active.

- a) Weed the files
  - b) File active files in primary area
  - c) Archive the inactive files
2. You are provided with the following resources to carry out the task above:
    - A primary storage area
    - 3 active files
    - 2 inactive files
    - Stationaries
    - A working space
    - Institutional Retention policy document
    - Archival/Simulated archival area with boxes

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