

091905T4HRI

HEALTH RECORDS AND INFORMATION TECHNOLOGY LEVEL 5

HE/OS/HR/CR/08/5/A

Manage Health 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
 - i. You have been provided with TEN case folders. File them correctly
 - ii. Retrieve TEN patients' files to be taken to surgical outpatient clinic
2. You have been provided with the following resources for the practical tasks:
 - Case folders (10)
 - List of files numbers (10)
 - Sorting table
 - Chair
 - Tracer cards
 - Tracer book
 - Filing area (library)
 - Kik stool

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