

**091905T4HRI**

**HEALTH RECORDS AND INFORMATION TECHNOLOGY LEVEL 5**

**HE/OS/HR/CR/05/5/A**

**File Medical Records**

**July/Aug 2023**



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

**WRITTEN ASSESSMENT**

**Time: 3 hours**

**INSTRUCTIONS TO CANDIDATES**

- 1. This paper has three sections A, B and C.**
- 2. You are provided with a separate answer booklet.**
- 3. Marks for each question are as indicated.**
- 4. Do not write on the question paper.**

**This paper consists of 8 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: (20 Marks)**

*Answer **all** questions in this section.*

*Each question carries one Mark.*

1. Filing means?
  - A. Systematic way of keeping of the documents in a prescribed manner in the patients' folder, ensuring that all the records are arranged according to the dates
  - B. Systematical way of keeping of patients records in a prescribed manner in a shelf.
  - C. Arranging the folders according to the inpatient registration numbers first initiated first
  - D. Check if everything is appropriately filed to avoid misfiling.
2. Putting the files into good order before being filed is?
  - A. Sorting
  - B. Editing
  - C. Checking
  - D. Filing
3. There are three types of filing /system. Which one of the following is a type of filing system most suitably used in health records in level V and level VI hospitals?
  - A. Alphabetical filing system
  - B. Chronological filing system
  - C. Numerical filing system
  - D. Terminal digit filing system
4. The advantages of terminal digit filing system include:
  - A. Only every 100<sup>th</sup> new medical record will be filed in the same primary section of the file
  - B. Easy to misfile, one must consider all digits
  - C. Easy to transcribe numbers where one digit is wrongly written or read
  - D. It is not feasible to assign filing responsibility to one clerk since most of the records and loose sheets are filed in the same area.

5. In the unit medical record, the unit is the?
  - A. Patient
  - B. Master index
  - C. Folder
  - D. Record
  
6. Which of the following materials are used by Health Records officers in the filing area to make work easier?
  - A. Filing Trolleys
  - B. Filing cabinets
  - C. Shelves
  - D. Suspended filing
  
7. The movement of a medical patient file is monitored by which of the following?
  - A. Tracer card
  - B. Master index
  - C. Computers
  - D. Storage
  
8. The role of the medical records department includes the following except?
  - A. Provision of routine statistics
  - B. Retrieval of medical records
  - C. Editing of patient's files
  - D. Clerking patients
  
9. Equipment used to file waiting list is;
  - A. Bound volume
  - B. Strip index
  - C. Block stacking
  - D. Sliding rack

10. Conversion from a straight numerical system to terminal digit sequence becomes much easier when?
- A. More case records are involved
  - B. Moving from old filing area to a new one
  - C. Annual gaps are not closed
  - D. Mobile racks are used for filing
11. Which of the following shelving units have more filing capacity than the rest?
- A. Double sided two bay units
  - B. Triple sided three bay units
  - C. Double sided three bay units
  - D. One sided three bay units
12. When considering purchase of filing equipment for case records you must bear in mind the;
- A. Number of records involved
  - B. Number of staffs in the department
  - C. Number of doctors
  - D. Name of the hospital
13. The first step in filing any document in health records department is?
- A. Checking
  - B. Filing
  - C. Sorting
  - D. Editing
14. The system of medical records management where the patient is only allowed one registration number is called?
- A. Serial system
  - B. Terminal digit
  - C. Unit record system
  - D. Serial unit system

15. Which of the following pairs consist of the two main types of medical records files classification?
- A. Individual and community
  - B. Active and inactive
  - C. Government and private
  - D. Acute and chronic
16. A standard time frame for disposing an Outpatient medical records is;
- A. 5 years
  - B. 7 years
  - C. 10 years
  - D. 30 years
17. Patients have no right to their case notes even when the fee has been paid, the word for this statement is?
- A. Confidentiality
  - B. Ownership
  - C. privacy
  - D. Security
18. .... Is the alphabetical key to the numerically file case records?
- A. Diagnostic index
  - B. Operations index
  - C. Patient master index
  - D. Waiting list index
19. Standard gauge filing area should have how many inches in its gangways?
- A. 5 ft
  - B. 3 ft
  - C. 5 inches
  - D. 1 inch

20. A trained health records and information officer should be flexible to the circumstances in an environment. This means? (1 mark)

- A. Calmness
- B. Adaptability
- C. Discretion
- D. Humility

**SECTION B: (40 MARKS)**

*Answer all questions in this section.*

21. Distinguish between chronological filing system and alphabetical filing system. (4 Marks)
22. State FOUR qualities of a good filing system. (4 Marks)
23. List FOUR ways you would tell that the filing system used in your department is terminal digit filing and not a straight numerical filing system (4 Marks)
24. State FOUR factors that should be considered when making a choice of the equipment to be used in filing. (4 Marks)
25. Highlight FOUR ways on how you would carry out suspended filing for the indexing cards? (4 Marks)
26. List FOUR documents that are included in a case folder. (4 Marks)
27. Explain FOUR advantages of cabinet filing system (4 Marks)
28. State FOUR demerits of straight numerical filing system (4 Marks)
29. Explain FOUR fundamental requirements of a filing system. (4 Marks)
30. State FOUR advantages of terminal digital filing system (4 Marks)

**SECTION C: (40 Marks)**

*Answer any two questions in this section*

31. It is vital that health records are appropriately retrieved and tracked to ensure they can be located as and when required to assist in the provision of quality care. This can be done manually or electronically. Discuss;
- a) FIVE demerits of manual tracking system (10 Marks)
  - b) FIVE benefits of electronic tracking system (10 Marks)
32. Moses Moseta was an employee at Turkana County referral hospital and work in the department of health records and information technology. He has currently been transferred to your facility to take up the new responsibility in your facility. Assuming you are the HRIO in charge and you post him to the filing section within the health records department. State and explain to him FIVE uses of the auxiliary equipment that he will require to efficiently do filing. (20 Marks)
33. You're a health records and information technician in-charge of at a level IV hospital, you have received students for attachment.
- a) Explain to them FIVE reasons why every hospital needs a good filing system (10 Marks)
  - b) Discuss five factors to consider when establishing a filing area (10 marks)

**END**