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HEALTH RECORDS AND INFORMATION TECHNOLOGY LEVEL 6

HE/OS/HR/CR/01/6

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Archive Medical Records

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November/December 2025

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

WRITTEN ASSESSMENT

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TIME: 3 HOURS

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INSTRUCTIONS TO CANDIDATE

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1. This paper consists of **TWO** sections: **A** and **B**.

2. Attempt **ALL** questions in section A and **ANY THREE (3)** questions in section B.

3. Marks for each question are indicated in the brackets.

4. Candidates are provided with a separate answer booklet

5. Do not write on the question paper.

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This paper consists of FOUR (4) 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)***Attempt ALL questions in this section***

1. Healthcare facilities often face significant challenges related to the physical storage of health records. To address the issue of limited space, various retention strategies can be implemented. Mention THREE methods that can be used to retain health records in facilities where space is a limitation. (3 Marks)
2. The retention period of medical records can vary depending on the type of the record and legal requirements in a specific jurisdiction. Give the retention period of the following medical records. (4 Marks)
- Master patient index card.
 - Birth registers.
 - Death registers.
 - Surgical procedures register.
3. Define the following terms as used in file management (4 Marks)
- Archive.
 - Weeding.
4. The length of time medical records are kept vary by jurisdiction and depends on several factors. List THREE inpatient care records that should never be destroyed. (3 Marks)
5. For Health records and information officer to retain patients' medical records for a specific period he/she must consider certain requirements. State FOUR requirements for medical records retention. (4 Marks)
6. In management of health information, records are often categorized based on their frequency of use to improve efficiency and storage practices. Distinguish between active and inactive medical records. (4 Marks)
7. To ensure continuity of care, legal compliance and support for research, certain health records require extended retention periods beyond those of standard medical documentation. Identify FOUR types of records that can be kept in the health facility for longer than normal length of time. (4 Marks)
8. In a busy hospital ward, multiple healthcare professionals need to access patient records quickly during a fast-paced shift. With hundreds of files to manage, confusion and delays

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can easily arise if the records are not properly organized. State **THREE** reasons why color coding is important at enhancing filing of patient records. (3 Marks)

9. Imagine you are working in Hospital Y that handles sensitive client/Patients' data. your supervisor is considering a policy change to store all records in their complete form. State **THREE** main advantages of storing records in their complete form. (3 Marks)

10. To establish health records archive, one should have specific considerations. Identify **FOUR** factors to consider when establishing a health records archive. (4 Marks)

11. Managing large volumes of patient records can be challenging. Outdated records that are no longer needed accumulate, taking up valuable space and potentially compromising patient confidentiality if not properly disposed. List **FOUR** secure methods of destroying obsolete records. (4 Marks)

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SECTION B: (60 MARKS)

Attempt any THREE questions in this section

12. The loss or cases of missing files in a medical archive can severely disrupt patient care, operational efficiency, and legal compliance.

a) Describe FIVE measures that can be put in place to solve the problem of missing files in archives. (10 Marks)

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b) State FIVE factors affecting physical quality of paper based medical records in archive. (10 Marks)

13. Protecting the confidentiality, integrity, and availability of health records is a critical responsibility for any healthcare facility.

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a) Explain FIVE measures you would recommend the facility to use to ensure security of the records. (10 Marks)

b) Using relevant examples describe FIVE factors you would consider when determining the length of time your facility will maintain records in the active file area. (10 Marks)

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14. Since the beginning of the 21st century, the world has entered in a digital revolution where digital tools and apps are used extensively and most hospitals are now reducing archiving to its most simple solution through digitalization.

a) Explain FIVE advantages of digital archives over paper based. (10 Marks)

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b) Describe FIVE factors that are contributing to slow adoption of digital archiving in most hospitals. (10 Marks)

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15. Efficient classification and archiving of medical records are fundamental to maintaining an organized, accessible, and compliant health information management system.

a) Describe SIX steps you would take to ensure that all medical records are classified and archived efficiently. (12 Marks)

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b) Outline FOUR reasons for establishing a clear retention policy for medical records in hospitals. (8 Marks)

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