



## AMREF INTERNATIONAL TRAINING CENTRE

Qualification Code : 091906T4HRI  
Qualification : Health Records and Information Technology Level 6  
Unit Code : HE/OS/HR/CR/01/6/A  
Unit of Competency : Archive medical records

### 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. Candidates should answer the questions in English

**This paper consists of FOUR printed pages. Candidates should check the question paper to ascertain that all the pages are printed as indicated**

**SECTION A: (40 Marks)**

*Answer all questions in this section*

1. Define the below terms as used in archival (2marks)
  - a) Archive
  - b) Tracing
2. Sorting and weeding of health records are terms used interchangeably. Distinguish between sorting and weeding as used in file management (4marks)
3. Health records are essential documents that requires specific classifications during management. State three types of medical records in healthcare (3 marks)
4. Medical records that have been archived need to undergo proper filing before destruction. Highlight TWO filing systems applied during management of these records (2marks)
5. Records are useful in a hospital operation especially in current systems today. Identify three uses of patient records (3 marks)
6. Retention of records has been found to be a critical aspect in managing patient in relation to their care. Enumerate two reasons why archived records should be retained (2marks)
7. Destruction of patient records is done under the guidance of the law on privacy and retention act. Highlight TWO policies that govern destruction of patient records (4marks)
8. Medical records are either based on them being active or inactive in nature. Distinguish between active and inactive medical records. (4marks)
9. Disclosure of patient's information is done with set procedures and standards. Mention FOUR reasons that may lead to disclosure of patient information without consent. (4marks)

10. Tracing is very crucial in management of patient information. State two methods applied in tracing of patient records (2marks)
11. Methodologies applied in managing archived records are quite a number according to filing procedures. Highlight FOUR storage methods used in medical records archives. (4marks)
12. When establishing an archival system there are various factors put in consideration to ensure the success of the process. Outline FOUR factors considered when establishing a health records archive (4marks)
13. Medical records are destroyed after a given duration. Identify TWO methods used in destroying obsolete records. (2marks)

**SECTION B: (60 Marks)**

**Answer any THREE questions in this section. Each question has 20 marks.**

14. Security at medical records archival repositories balances threats against assets and sets up protections that make materials accessible while protecting as much as possible from missing.
  - a) Describe FIVE measures that can be put in place to solve the problem of missing files in archives (15marks)
  - b) State FIVE factors affecting physical quality of paper based medical records (5marks)
15. In a facility patients records are kept for a certain duration before archival then destruction. This is because patients record give information is essential in achieving quality of care in a given facility.
  - a) Discuss FIVE types of records with their archival time frame clearly indicating the number of years in your explanation (10 marks)
  - b) Explain FIVE challenges associated with manual method of patients records archival (10 marks)
16. Since the beginning of the 21st century, the world has entered in a digital revolution where digital tools and apps are used extensive and most hospitals are now reducing archiving to its most simple solution through digitalization.

- a) Explain five advantages of digital archives over paper based (10marks)
- b) Describe FIVE factors that are contributing to slow adoption of digital archival systems in most hospitals (10marks)

17. Information is key in enhancing patient care and treatment. Most medical practitioners need that information in order for them make a diagnostic decision.

- a) Explain FIVE principles that are considered when you are setting up a filing area for archival of patient records (10marks)
- b) Discuss FIVE security threats associated with digital archival systems (10 marks)

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