

091906T4HRI

HEALTH RECORDS AND INFORMATION TECHNOLOGY LEVEL 5

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

Maintain Health Records

July/August 2025



AMREF INTERNATIONAL TRAINING CENTER

WRITTEN ASSESSMENT

Time: 3 HOURS

INSTRUCTIONS TO CANDIDATE

1. You have **THREE** 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. Do not write on the question paper.
5. A separate answer booklet will be provided.

This paper consists of THREE (3) printed pages

Candidates should check the question paper to ascertain that all the pages are printed as indicated and that no questions are missing

SECTION A: (40 MARKS)

Answer ALL the questions in this section

1. Define the following terms as used in medical records management practice:
 - a) Unit system (2marks)
 - b) Appointment (2marks)
2. When Mr. Ali arrives at the hospital, staff at the medical records department needs to assist him get the services at the facility. Mention **FOUR** functions of the medical records department. (4marks)
3. Discharge summary sheet, continuation sheet and investigation forms are all components of a Medical record. Mention **FOUR** principles of good medical records management (4 marks)
4. At City General Hospital, all specialist appointments are scheduled through one system. State **FOUR** merits of a centralized waiting list (4marks)
5. Accident and Emergency department is critical in ensuring that patients gets emergency care Recall **FOUR** categories of disposal of patient's medical attending the accident & emergency department. (4marks)
6. A new county hospital is building a Health records department. Propose **FOUR** factors the planning team to consider when establishing a health records office. (4marks)
7. Special health records are a type of health records for patients/clients that are initiated and handled differently from other records, due to the nature/conditions of the ailments/diseases. List **FOUR** types of special health record (4marks)
8. As a trained health records and information manager/assistant manager, highlight **FOUR** qualities that you should possess. (4marks)
9. A children's hospital retains records for 21 years, in line with legal age limits. Distinguish between active and inactive medical files (4marks)
10. A patient returns to the hospital after two years. His past lab results and treatment history are needed to decide the next steps. State **FOUR** requirements for medical records retention (4marks)

SECTION B: (60 MARKS)

Answer ANY THREE questions from this section

11. Privacy and confidentiality of patient information is very crucial in any health records department.
- a) Using relevant examples explain **FIVE** circumstances under which the contents of medical records can be disclosed. (10marks)
 - b) Discuss **FIVE** strategies used to safeguard both physical and electronic health records against unauthorized access or loss (10 marks)
12. Koko, a medical student at Shimo la Tewa Medical College, has been posted to your facility for his first attachment. As the health records and information officer in charge, you are required to take him through the contents of the unit health record as a learning objective.
- a) Explain **FOUR** contents that you are going to take him through. (8 marks)
 - b) Discuss **THREE** principles of form design (6 marks)
 - c) Describe **THREE** ways you will ensure quality assurance of medical records (6 marks)
13. Legal aspects in health records refer to the laws, regulations, and ethical guidelines that govern the management of health records
- a) Explain **FIVE** legal aspects of health records (10marks)
 - b) Using a diagram ,describe the health records management life cycle (10 marks)
14. Good medical records, whether electronic or handwritten, are essential for the continuity of care of patients.
- a) Describe **THREE** categories under which all health records fall. (6marks)
 - b) Explain **FIVE** uses of health records (10 marks)
 - c) Explain **TWO** types of health records management systems (4 marks)