

091906T4HRI

HEALTH RECORDS AND INFORMATION TECHNOLOGY LEVEL 6

HE/OS/HR/CR/06/6/A

Register Patients

Nov/Dec 2024



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

WRITTEN ASSESSMENT

Time: 3 HOURS

INSTRUCTIONS TO CANDIDATE

1. Marks for each question are indicated in the brackets.
2. The paper consists of **TWO** sections: **A** and **B**.
3. Candidates are provided with a separate answer booklet
4. **DO NOT** write on this question paper.

**This paper consists of THREE (3) 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)

Answer ALL the questions in this section.

1. The long waiting time can be solved by improving registration process. List FOUR ways of improving patient registration process. (4 Marks)
2. As a health records technologist you have to choose the type of patient registration that fits your facility. Explain TWO main types of patient registration available for you to select. (4 Marks)
3. Registration of patients is an important step that should never be missed. State FOUR objectives of patient registration. (4 Marks)
4. Vital registration is essential to any country and no death or birth should be left uncultured. Outline FOUR importance of registration of births and deaths. (4 Marks)
5. Patient registration should be done by qualified person to ensure information is captured in the correct MoH tool.
 - a) Define patient registration (1 Mark)
 - b) Outline TWO categories under which patient registration fall. (2 Marks)
6. A patient has visited your facility to seek healthcare services for the first time. List FOUR details that you will capture during the registration process. (4 Marks)
7. Hospital admissions may come from different sources. State FOUR main sources of admission. (4 Marks)
8. You have been requested by the hospital management to design a hospital appointment card. Design the card clearly indicating its contents. (4 Marks)
9. Mr Y, who is a Health Records and Information Officer in a particular hospital, declined to register patient X due to some patient registration guidelines. Outline THREE circumstances under which a patient X was not registered. (3 Marks)
10. Waiting list is an important concept in a hospital.
 - a) Define a waiting list. (1 Mark)
 - b) State FIVE advantages of a centralized waiting list. (5 Marks)

SECTION B (60 MARKS)

Answer Any THREE Questions in This Section

11. A level five health facility intends to shift from manual patient registration to e-pre registration. This step has positive impacts only if security measures are put in place
- a) Explain FIVE security measures the facility has to put in place. (10 Marks)
 - b) Explain FIVE benefits the facility will achieve. (10 Marks)
12. A hospital should be keen during reception and registration of patients. The keenness can ensure that patients that require high priority are identified and registered immediately.
- a) Define the term reception. (2 Marks)
 - b) Explain FOUR categories of patients that should be given priority during patient registration. (8 Marks)
 - c) Describe FIVE steps followed by receptionist during out-patients' registration. (10 Marks)
13. Majority of patients miss out their clinic appointments due to poor scheduling or non-scheduling of their appointments.
- a) Explain FOUR reasons why patients may miss their appointments. (8 Marks)
 - b) Discuss FOUR purposes of scheduling and follow up. (12 Marks)
14. One of the roles of a health records officer is registration of the patients as well as maintaining patient master index card. During registration of the patients, medical records are created.
- a) Explain FOUR details found on patient master index card. (8 Marks)
 - b) Describe FOUR components of medical records that are likely to be created. (12 Marks)

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