

091906T4HRI
HEALTH RECORDS AND INFORMATION TECHNOLOGY LEVEL 6
HE/OS/HR/CR/06/6/A
ARCHIVE MEDICAL RECORDS
July /Aug 2023



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

PRACTICAL ASSESSMENT

INSTRUCTIONS TO CANDIDATE

1. Time allocation: **20 minutes** for performing tasks.

You have just secured a job a hospital. Given that the national retention schedule requires that records are retained for 5 years and that the hospital has a retention policy which stipulates that, “all inactive files should be moved to the archival area.”

2. In this practical assessment you are required to perform the following task:

TASK 1: Using the narration above, Demonstrate how you will archive 5 inactive files that are in the primary storage area

3. You are provided with the following resources to carry out the task above:
 - a. A primary storage area
 - b. A working space
 - c. Institutional Retention policy document
 - d. Simulated archival area