

**091906T4HRI**

**HEALTH RECORDS AND INFORMATION TECHNOLOGY LEVEL 6**

**HE/OS/HR/CR/07/6/A**

**Manage Electronic Health**

**Nov/Dec 2024**



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

**PRACTICAL ASSESSMENT**

**TIME: 40 MINUTES**

**INSTRUCTIONS TO CANDIDATE**

1. You are required to perform the following tasks:

**Task 1:** Design a hospital based patient registration form using WORD.

**Task 2:** Using the Designed hospital based patient registration form, fill in the details with dummy data.

**Task 3:** Save the work as your “ADM NO” and covert it to pdf

**Task 4:** Send the registration to the patient through your email address as a PDF document.

**Task 5:** Share the registration of the patient to the doctor as a PDF document.

2. You are provided with the following resources;

- Computer installed with MS office
- Computer accessories, power source
- Stable Internet

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