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HEALTH RECORDS AND INFORMATION TECHNOLOGY LEVEL 6

HE/OS/HR/CR/05/6/A

Archive Medical Records

Nov/Dec 2024



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

PRACTICAL ASSESSMENT

TIME: 30 MINUTES

INSTRUCTIONS TO CANDIDATE

1. You are required to perform the following tasks:

TASK: You have been given 5 files, from which 3 are active.

- a) Weed the files
 - b) File active files in primary area
 - c) Archive the inactive files
2. You are provided with the following resources to carry out the task above:
 - A primary storage area
 - 3 active files
 - 2 inactive files
 - Stationaries
 - A working space
 - Institutional Retention policy document
 - Archival/Simulated archival area with boxes

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