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HEALTH RECORDS AND INFORMATION TECHNOLOGY LEVEL 6

HE/OS/HR/CR/04/6/A

File Medical Records

Nov/Dec.2024

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

PRACTICAL ASSESSMENT

Time: 40 MINUTES

INSTRUCTIONS TO CANDIDATE

1. In this practical assessment you are required to perform the following two tasks:

   TASK 1: You are provided with five patient's files, file them correctly.

   TASK 2: Using the IP numbers provided, retrieve four files from the filing area to be

   taken to Medical Outpatient Clinic.

2. You are provided with the following resources to carry out the tasks:

   - Patient's files

   - List of IP numbers for patient files

- Filing area
- Sorting table
- Tracer cards
- Tracer book
- Kik-stool/ladder
- Face mask
- Dust coat
- Stationeries

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