

091906T4HRI

HEALTH RECORDS AND INFORMATION TECHNOLOGY LEVEL 6

HE/OS/HR/CR/01/6

Manage Health Information

July/August 2025



INSTRUCTION TO THE ASSESSOR

1. Assess the candidate as the practical progresses observing the critical areas
2. You are required to mark the practical as the candidate perform the tasks
3. You are required to take video clips at critical points
4. Ensure the candidate has a name tag and registration code at the back and front

OBSERVATION CHECKLIST

Candidate's name & Registration No.			
Assessor's name & Reg. code			
Unit(s) of Competency			
Venue of Assessment			
Date of assessment			
Items to be Evaluated: Please award marks as appropriate. Give a brief comment on your observation.	Marks Available	Marks Obtained	Comments
TASK 1: Use Microsoft Excel to design Diagnostic index card (MOH 268) to capture all the information displayed in the card. Save your work as Diagnostic Index Card			
1. Adhered to safety as per health records: <ul style="list-style-type: none"> • Worn the name tag • Well groomed <i>(Award 1 mark to a maximum of 2)</i>	2		
2. Logged into the computer successfully <i>(Award 2 marks or 0)</i>	2		
3. Opened Microsoft Excel <i>(Award 2 marks or 0)</i>	2		
4. Created document file named Diagnostic Index Card <i>(Award 4 marks or 0)</i>	4		

<p>5. Inserted tables as per the Diagnostic Index requirement <i>(Award 4 marks or 0)</i></p>	4		
<p>6. Included all the details and required field in the diagnostic card:</p> <ul style="list-style-type: none"> • Headings <p><i>(Award 2 marks or 0 for correct heading information)</i></p> <ul style="list-style-type: none"> • HOSP NO. • AGE • SEX • CODE • RESIDENCE • OCCUPATION • IP DAYS • RESULT <p><i>(Award 1 mark or 0 for each correct field included to a maximum of 8)</i></p>	10		
<p>7. Visualization <i>(Award 3 marks or 0)</i></p>	3		
<p>Sub – Total 1</p>	28		
<p>Task 2: Using Microsoft Excel for diagnostic index created, enter data for FIVE (5) hypothetical clients of your choice based on your designed form</p>			

8. Data collection <ul style="list-style-type: none"> Data entered into the right field for each hypothetical client Five hypothetical client's information entered <i>(Award 5 marks or 0 to a maximum of 2)</i> <ul style="list-style-type: none"> Entries saved successfully <i>(Award 2 marks or 0)</i>	12		
Sub-Total 2	12		
GRAND TOTAL	40		

ASSESSMENT OUTCOME

The candidate was found to be:

(Please tick as appropriate)
 Competent
Not yet Competent

(The candidate is competent if the candidate obtains at least 50%)

Feedback from the Candidate:

Feedback to the Candidate:

Candidate Signature

Date:

Assessor's Signature

Date
