

091906T4HRI

HEALTH RECORDS AND INFORMATION TECHNOLOGY LEVEL 6

HE/OS/HR/CR/01/6

Manage Health Information

July/August 2025



PRACTICAL ASSESSMENT

TIME: 1 HOUR

CANDIDATE INSTRUCTIONS:

1. You are required to perform the following tasks:
 - i. **Task 1:** You are provided with a diagnostic card. Using Microsoft Excel, design a diagnostic index card (MOH 268) to capture all the information displayed in the card. Save your work as Diagnostic Index Card
 - ii. **Task 2:** Using Microsoft Excel for diagnostic index created, enter data for **FIVE (5)** hypothetical clients of your choice based on your designed form.

2. You have been provided with the following resources for the practical tasks:
 - Desktop/laptop with Microsoft Tool
 - Log in credentials
 - Table and chair

MOH 268 Diagnostic index card

MINISTRY OF HEALTH
DIAGNOSTIC DISEASE INDEX
TITLE: _____

MOH 268

MAIN CODE: _____

YEAR: _____

HOSP NO.	AGE	SEX	4 th CODE	RESIDENCE	OCCUPATION	IP DAYS	RESULT

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