

091906T4HRI

HEALTH RECORDS AND INFORMATION TECHNOLOGY LEVEL 6

HE/OS/HR/CR/01/6

Manage Health Records Database

July/August 2025



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

PRACTICAL ASSESSMENT

Time: 1 HOUR

INSTRUCTIONS TO CANDIDATE:

1. You are required to perform the following tasks:

i. **TASK 1: Database Design and Setup**

- Create a folder on the desktop and name it using your first and last name (e.g., John Kariuki).
- Open Microsoft Access and create a new database named “**ClinicDB**”, saving it inside the folder you just created.
- In the new database, create a table with the following structure:

Table Name: Outpatient

Field Name	Data Type
VisitID	Text
FullName	Text
VisitDate	Date/Time
Diagnosis	Text
ClinicCode	Text
Gender	Text

ii. **Task 2: Enter the following patient data into the Outpatient table and save it:**

VisitID	FullName	VisitDate	Diagnosis	ClinicCode	Gender
V101	Brian	02/02/2023	Asthma	C001	Male
V102	Linda	05/02/2023	Migraine	C002	Female
V103	Omar	08/02/2023	Diabetes	C003	Male
V104	Grace	11/02/2023	Ulcer	C004	Female
V105	Ann	14/02/2023	High Blood Pressure	C004	Female

iii. **Task 3: Queries and Data Operations**

- Using the Outpatient table in your ClinicDB database, apply a filter to display only the following fields:
FullName, VisitDate, and ClinicCode
Then, filter the records so that only the entry with VisitID = V104 is shown
Save the filtered query as **V104_Visit**
- Still using the Outpatient table, update the ClinicCode of the patient named Ann from C004 to C007 using the Access query design interface (not datasheet view).
Save the update query as **UpdateAnnClinic**

2. You have been provided with the following resources for the practical tasks:

- Working computer installed with Microsoft office
- Power source
- Assessment room
- Stationeries