

091906T4HRI

HEALTH RECORDS AND INFORMATION TECHNOLOGY LEVEL 6

HE/OS/HR/CR/01/6

Archive Medical Records

July/August 2025



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

PRACTICAL ASSESSMENT

Time: 1 HOUR

CANDIDATE INSTRUCTIONS:

1. You are required to perform the following tasks:

TASK 1: Weed 10 medical files from the active filing area.

TASK 2: Sort the retrieved files chronologically.

TASK 3: File the retrieved files in the archival area.

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

- 10 Inactive Files
- Tracer book
- Sorting table
- Chair
- Carton boxes
- Archival area
- Tracer book