

091906T4HRI

HEALTH RECORDS AND INFORMATION TECHNOLOGY LEVEL 6

HE/OS/HR/CR/01/6/A

Archive Medical Records

March/April 2025



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

Time: 1 Hour

PRACTICAL ASSESSMENT

INSTRUCTIONS TO CANDIDATE

1. You are required to complete the following tasks:

i. TASK 1:

Retrieve files per given patient numbers from specified area

ii. TASK 2:

Separate active files from inactive files and record them

iii. TASK 3

File the active files (Task 2:) above on shelves

2. You are provided with the following resources;

- 6 files with different frequency of access
- Table
- Filing area