

**091906T4HRI**

**HEALTH RECORDS AND INFORMATION TECHNOLOGY LEVEL 6**

**HE/OS/HR/CR/08/6/A**

**Manage Health Records**

**Nov/Dec 2024**



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

**PRACTICAL ASSESSMENT**

**TIME: 30 MINUTES**

**CANDIDATE INSTRUCTIONS:**

1. In this practical assessment, you are required to perform the following task;

**TASK 1:** Using the exercise book provided, design the first page to represent a tracer book.

**TASK 2:** Retrieve 3 files from the filing area and trace them

2. You will be provided with the following resources:

- Plain papers
- Three common tracer cards
- 3 IP numbers

- Working table
- Filing area
- Ruler

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