

091905T4HRI

HEALTH RECORDS AND INFORMATION TECHNOLOGY-LEVEL 6

HE/OS/HR/CR/01/6

Manage Health Records

July/August 2025



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

PRACTICAL ASSESSMENT

Time: 45 MINUTES

INSTRUCTIONS TO CANDIDATE:

1. You are required to perform the following two tasks;

TASK 1: Design a discharge summary form, fill up patient dummy details.

TASK 2: Design an appointment card for a patient who is to attend SOPC two weeks from today.

TASK 3: Retrieve five files for patients to attend GOPC in two days.

2. You will be provided with the following resources:

- Filing area with files
- Table
- Chair
- File numbers
- Kick stool
- Plain paper
- Tracer Cards