

**091905T4HRI**

**HEALTH RECORDS AND INFORMATION TECHNOLOGY LEVEL 6**

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

**Maintain Health Records**

**March/April 2025**



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

**PRACTICAL ASSESSMENT**

**Time: 30 MINUTES**

**INSTRUCTIONS TO CANDIDATE:**

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

**TASK 1:** Design a common tracer card

**TASK 2:** Using the files numbers provided, retrieve the files from the shelves.

**TASK 3:** Using the files provided, edit the files

2. You will be provided with the following resources:

- ✓ Filing area
- ✓ Table
- ✓ Chair
- ✓ File numbers
- ✓ Kick stool
- ✓ 5 unedited files containing registration sheet, clinical history sheet, continuation sheet, nursing notes, prescription chart and discharge summary sheet.