



GRETSA UNIVERSITY - THIKA

UNIVERSITY EXAMINATIONS JANUARY – APRIL 2017 SEMESTER

CERTIFICATE IN HEALTH RECORDS AND INFORMATION TECHNOLOGY

COURSE CODE: CIHR 040

COURSE TITLE: HEALTH RECORDS MANAGEMENT

DATE: 6 APRIL 2017

TIME: 8.00 AM – 11.00 AM

INSTRUCTIONS TO CANDIDATES

1. SECTION A IS **COMPULSORY**.
2. SECTION B: ANSWER ANY OTHER **THREE** QUESTIONS.
3. **DO NOT** WRITE ANYTHING ON THIS QUESTION PAPER AS IT WILL BE AN EXAM IRREGULARITY.
4. ALL ROUGH WORK SHOULD BE AT THE BACK OF YOUR ANSWER BOOKLET AND CROSSED OUT.

CAUTION: All exam rooms are under CCTV surveillance during the examination period.

SECTION A

[ANSWER ALL QUESTIONS IN THIS SECTION]

MULTIPLE CHOICE QUESTIONS [1-5] [ONE MARK EACH]

1. The following forms the equipment used to record appointments except?
 - A. Visible edge sheets
 - B. Loose leaf binder
 - C. Diaries
 - D. box file
2. Which of the above is an advantages of centralized waiting list
 - A. Gives a fair representation of the demands being made on the in-patients facilities.
 - B. All enquiries are referred to one place.
 - C. Staffs dealing with the waiting list develop skills in dealing with enquiries, and in the maintenance of the waiting list.
 - D. The list becomes so big so that some patients may be left out waiting list
3. There are four ways in which information can be conveyed to the waiting list. Which one is not?
 - A. Card- The card is created for every patient who is to be put on the waiting list. This card will be filed and form part of the waiting list.
 - B. The nurse or doctor may send a list the patient to be included in the waiting to the records department for action.
 - C. Letter- Consultant in one hospital may wish to include his patients name in his waiting list, in another hospital for his to be included in that waiting list
 - D. A good Samaritan coming to request for admission of a person involved in an accident
4. There are three main filing methods used in an organized health records department. Which one factors in events?
 - A. Alphabetical
 - B. Chronological
 - C. Numerical
 - D. none
5. Which of the following is not contained recorded on the tracer card

- A. Date
 - B. Destination (ward or clinic)
 - C. Hospital Name
 - D. Patient's full names
6. Briefly describe the initiation of a unit system. (5 Marks)
 7. State five qualities of a health records and information technician (5 marks)
 8. State the value and uses of a health record (5 marks)
 9. Highlight 10 functions of a health records and information department (10 marks)
 10. List any 5 methods of communication (5 marks)
 11. List down the details that must appear in the index card (5 marks)

SECTION B

[CHOOSE ANY THREE QUESTIONS]

1. Discuss the contents of the unit health records (20 marks)
2. Explain the following under the listed categories. (20 marks)
 - a) Reception, registration and initiation of health record.
 - b) Receive patients/clients
 - c) Register patients/clients
 - d) Initiate patient/client records
3.
 - a) Describe concept of scheduling and follow up (10 marks)
 - b) Explain the purpose of scheduling and follow up (10 marks)
4.
 - a) Describe the 2 types of appointment systems (10 marks)
 - b) Describe different sources of appointments (10 marks)