



GRE TSA UNIVERSITY - THIKA

UNIVERSITY EXAMINATIONS MAY – AUGUST 2023 SEMESTER

DIPLOMA IN RECORDS AND INFORMATION MANAGEMENT / TECHNOLOGY

COURSE CODE: DIRM 023

COURSE TITLE: HEALTH RECORDS MANAGEMENT

DATE:31 JULY 2023

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: COMPULSORY

QUESTION ONE

- a) Describe conditions under which a record officer should release confidential information without permission of the patient **[10 Marks]**
- b) Identify basic information that must be captured when creating a patient's file cover. **[10 Marks]**
- c) Discuss the main duties and responsibilities of a hospital records manager **[10 Marks]**
- d) Enumerate Five challenges experienced in the adoption of electronic health records **[10 Marks]**

SECTION B: ANSWER ANY THREE QUESTIONS

QUESTION TWO

- a) Some patients may claim to have been at the hospital before, but their names may not be found in the indexes. Explain the common registration mistakes that can account for that scenario **[10 Marks]**
- b) Describe the procedures followed in appraising hospital records **[10 Marks]**

QUESTION THREE

- a) Hospitals should collect and compile statistics for the ministry of health, or the state. Highlight some of essential statistics to be collected **[10 Marks]**
- b) Discuss the advantages of computerized clinical records **[10 Marks]**

QUESTION FOUR

- a) Enumerate the best practices when managing pathological records for laboratory use. **[10 Marks]**
- b) Identify types of patient records required in a health center **[10 Marks]**

QUESTION FIVE

- a) Briefly describe what is a patient case note **[5 Marks]**
- b) Discuss the basic practices of creating and managing patient case notes **[15 Marks]**

QUESTION SIX

- a) Discuss the procedure and data captured when registering in-patients **[10 Marks]**
- b) Justify why managing health records requires extra-care attitude compared to other forms of records **[10 Marks]**