



GRETSA UNIVERSITY - THIKA

UNIVERSITY EXAMINATIONS
January-April 2025 SEMESTER

CERTIFICATE IN HEALTH RECORDS AND IT

COURSE CODE: CIHR 010

**COURSE TITLE: PRINCIPLES HEALTH RECORDS
MANAGEMENT I**

DATE:

TIME:

INSTRUCTIONS TO CANDIDATES

- A. SECTION A IS **COMPULSORY**.
- B. SECTION B: ANSWER ANY OTHER **THREE** QUESTIONS.

- C. **DO NOT** WRITE ANYTHING ON THIS QUESTION PAPER AS IT WILL BE AN EXAM IRREGULARITY.
- D. 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

PART I: MULTIPLE CHOICES QUESTIONS

[ONE MARK EACH]

1. Patients have no right to their notes even when fee have been paid “The general word for this statement is
 - A. security
 - B. privacy
 - C. ownership
 - D. confidentiality
2. An history sheet on which each doctor writes as he sees the patient is called
 - A. Clinical history sheet
 - B. Consultant history sheet
 - C. Continuation sheet
 - D. Continuation history sheet
3. The section of health records department which requires a person with very demanding qualities is
 - A. Library
 - B. Reception
 - C. Admission
 - D. Registration
4. The diagnostic forms are usually which size?
 - A. 5”by 3”
 - B. 6” by 3”
 - C. 6” by 4”
 - D. 3” by 5

5. The following files are rotated until the required section/file arrives at hand except
 - A. Elevator file
 - B. Cartwheel type
 - C. Circular carousel
 - D. Strip index

PART II: SHORT ANSWER QUESTIONS: ANSWER ALL QUESTIONS IN THIS SECTION

1. Define the following terms and phrases as used in health records management. [4 marks]
 - i. Health records
 - ii. Weeding
 - iii. Tracing
 - iv. Waiting list.
2. State any five duties and responsibilities of a health records and information technician [5marks]
3. Describe any three health records indices used in a hospital's health records and information department. [5marks]
4. Describe the fundamental requirements of a health records filling system. [5 marks]
5. Highlight five circumstances which can lead to disclosure of the confidential health information. [5 marks]
6. List the any five contents of an ideal case record [5marks]
7. Highlight any five special health records. [5 marks]
8. State any five advantages of terminal digit filling system over the other filling systems [5 marks]

SECTION B: ANSWER ANY TWO QUESTIONS [40 MARKS]

Question one

- a. For any employee to succeed as a health records officer, he/she must have certain qualities. Explain at least five qualities a health records officer should possess. [10marks]
- b. Discuss the values and uses of health records to the following categories of stake holders. [10 marks]
 - i. The patient
 - ii. The hospital management
 - iii. Researchers
 - iv. Medical students.

Question two

Unit health records system is a Health Records system where one patient is given one number for the rest of his stay or attendance in one hospital, otherwise known as a unique identifier, where the unit is the patient/client.

- a. Discuss procedure that you can follow when initiating the unit health record system in a health facility. [10 marks]
- b. Discuss the measures which can be put in place to avoid duplication of the unit number in the unit health records system. [6 marks]
- c. From the foregoing comments the importance of the unit system will be appreciated if the unit number register is maintained. Describe the information that must be included in the unit number register [4 marks]

Question three

- a. Explain the straight numerical filing system as used in health records filing. [2 marks]
- b. Discuss any five equipment that are used in in health records filing. [10 marks]
- c. Discuss any four factors which should be considered when determining the health records retention period. [8 marks]

Question four

Appointment system is a systematic way of giving a specific date, time and venue of the clinic to an individual patient/client

- a. Discuss the concept of scheduling as used in health facilities. [4 marks]
- b. Explain any three reasons why scheduling patient is done in a hospital. [6 marks]
- c.
- d. Explain the advantages of the centralized appointment system in hospitals. [10 marks]