



# **GRETSA UNIVERSITY - THIKA**

## **UNIVERSITY EXAMINATIONS January-April 2025 SEMESTER**

### **CERTIFICATE IN HEALTH RECORDS AND IT**

**COURSE CODE: CIHR 010**

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

**DATE:**

**TIME:**

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#### **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

### PART I: MULTIPLE CHOICES QUESTIONS

[ONE MARK EACH]

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1. Which of the following items is considered ancillary equipment in an outpatient appointment system?
  - A. Kick stool
  - B. Trolley
  - C. Bean stack basket
  - D. Ladder
2. What is the primary purpose of maintaining health records?
  - A. Planning
  - B. Treatment
  - C. Research
  - D. Teaching
3. When selecting health record folders for a health records department, which of the following factors is LEAST important?
  - A. Cost of the folder
  - B. Manufacturing company
  - C. Method of fastening documents
  - D. Strength of the manila
4. A doctor treating a patient has a(n) \_\_\_\_\_ obligation to make the patient's notes available to another doctor when it benefits the patient.
  - A. Moral
  - B. Ethical
  - C. Legal
  - D. Medical
5. Tracking and follow up of patient's records is known as?
  - A. Appointment
  - B. Tracing
  - C. Indexing
  - D. Disposal

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

1. Define the following terminologies and phrases as used in health records management. [3 marks]
  - i. Health records
  - ii. Filing
  - iii. Master patient index
2. Explain any five uses of medical records in support of patient health care services delivery. [5 marks]
3. Describe any three health records tracing systems which can be used in a hospital set up. [6 marks]
4. State any four reasons why the straight numeric filing system is not recommended for a high-volume health facility. [4 marks]
5. State any five details that are captured in the index card. [5 marks]
6. Describe the contribution of Benjamin Franklin in the development and growth of medical records. [2 marks]

**SECTION B: ANSWER ANY TWO QUESTIONS [40 MARKS]**

**Question one**

- a. Discuss the principles of Principles of a good health records filing system [10 marks]
- b. Explain the advantages of implementing terminal digit system. [10marks]

**Question two**

- a. Discuss the purpose of scheduling of patients who are expected to attend specialized clinics in a health facility. [10marks]
- b. Explain the three appointment systems which can be adopted in health facility. [10 marks]

**Question three**

- a. Explain the qualities which a good health records and information officer must possess so as to be effective in his/her roles. [10 marks]
- b. Explain any five duties and responsibilities of a health records and information officer working in a health facility setting. [10 marks]

**Question four**

- a. Briefly discuss five disadvantages of computer application in health records and information management [10 marks]

- b. Explain the barrier to the adoption and use of electronic health records especially in the developing countries. [10 marks]