



GRETSA UNIVERSITY - THIKA

UNIVERSITY EXAMINATIONS JANUARY- APRIL 2025 SEMESTER

DIPLOMA IN HEALTH RECORDS AND IT

COURSE CODE: DIHR 030

COURSE TITLE: HEALTH RECORDS MANAGEMENT III

DATE: APRIL 2025

TIME: 2 HOURS

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. The following are the social data details included on the waiting list except.
 - A. Patient address
 - B. Priority of admission
 - C. Minimum notice of admission
 - D. Holiday dates
 2. The fundamental requirements of a filing system where it takes the account of the value and cost of storage space and also the need to reduce physical effort in working the system is called.....
 - A. Accessibility
 - B. Compactness
 - C. Economic
 - D. Simplicity
 3. Health records officer should be effective and exceptional in performance in his work. This means
 - A. Integrity
 - B. Discretion
 - C. Consistent efficiency
 - D. Politeness
 4. Which one among the following is not a health records index?
 - A. Diagnostic index
 - B. Waiting List index
 - C. Bed Bureau index
 - D. Operation index
 5. The following are factors considered on determination of active and inactive records except
 - A. Physical file space available
 - B. Amount of research done
 - C. Availability of offsite storage
 - D. Cost of the record

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

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1. Highlight any five factors that should considered when determining health records retention period. **[5 marks]**
 2. Explain the importance of getting the informed consent and the operation consent from the patient. **[4 marks]**
 3. Describe any three challenges that a hospital is likely to face due to lack of health retention schedule. **[6 marks]**
 4. Describe the health records' life cycle. **[5 marks]**
 5. Highlight the information that must be contained in a patient's discharge summary. **[5 marks]**

SECTION B: ANSWER ANY TWO QUESTIONS

[40 MARKS]

Question one

- a) . Explain any five barriers to the adoption and use of electronic medical records. **[10 marks]**
- b) Discuss the steps taken in preparing a patient's medical record for entry into the court proceedings in response to a summon. **[10 marks]**

Question two

- a) Discuss the procedure that can be adopted in finding missing or misfiled health records in health records library. **[10 marks]**
- b) Explain the functions and responsibilities of a medical record committee in a hospital. **[10 marks]**

Question three

- a) Explain the advantages that a health facilities using computerized health records can enjoy over the one using paper based. **[10 marks]**
- b) Describe any five benefits of having a health records retention policy in a hospital. **[10 marks]**

Question four

- a) Discuss the steps which should guide the implementation of a computerized master patient index. **[10 marks]**
- b) Discuss the steps followed when preparing a medical record to be presented in a court of law. **[10 marks]**