



JARAMOGI OGINGA ODINGA UNIVERSITY OF SCIENCE AND TECHNOLOGY

SCHOOL OF HEALTH SCIENCES

UNIVERSITY EXAMINATION FOR DIPLOMA IN HEALTH RECORDS

1ST YEAR 2ND SEMESTER 2023/2024 ACADEMIC YEAR

MAIN CAMPUS

COURSE CODE:

HDR 2126

COURSE TITLE:

**HEALTH RECORDS AND DATABASE
MANAGEMENT**

EXAM VENUE:

STREAM: Dip. HEALTH RECORDS

DATE:

EXAM SESSION:

TIME: 1.30 HOURS

Instructions:

- 1. Answer all the questions in Section A and 2 questions in Section B.**
- 2. Candidates are advised not to write on the question paper.**
- 3. Candidates must hand in their answer booklets to the invigilator while in the examination room.**

Answer all questions in section A (30 Marks)

1. List THREE demographic details included in individual health record. (3 Marks)
2. Define TWO types of health records. (3 Marks)
3. Describe the confidentiality clause used in health records on when information can be shared .

(3 Marks)
4. List THREE associated health records included in a patients health record. (3 Marks)
5. Differentiate between paper health records from electronic health records? (3 Marks)
6. List THREE types of paper health record filing systems?. (3 Marks)
7. List THREE advantages of keeping patient health records? (3 Marks)
8. Describe THREE challenges of the electronic health records system? (3 Marks)
9. What is the safe procedure of storing health records? (3 Marks)
10. What THREE reasons are important seeking a patients consent to share in health record keeping. (3 Marks)

SECTION B: Answer 2 questions from this section. (15 Marks each)

1. Discuss FIVE qualities of a good medical records staff (5 Marks)

(b) Describe to filing systems used in health records citing advantages of each (10 Marks)

2. The confidentiality clause is enshrined in law to keep the patient, medical staff and the public safe. Explain. (5 Marks)

(b) Explain the instances within the law when a patient's confidentiality can be broken and the repercussions to health practitioners who share patients information without consent and outside to the constraints of the law. (10 Marks)

3. Explain the following process in good health records keeping (15 Marks)

I. Appraisal

II. Storage

III. Access

4. What are the skills and qualities of a good health records officer (15 Marks)