



JARAMOGI OGINGA ODINGA UNIVERSITY OF SCIENCE AND TECHNOLOGY

SCHOOL OF HEALTH SCIENCES

**UNIVERSITY EXAMINATION FOR THE TVET DIPLOMA IN HEALTH RECORDS
AND INFORMATION MANAGEMENT**

2ND YEAR 2ND SEMESTER 2023/2024 ACADEMIC YEAR

MAIN CAMPUS

COURSE CODE: HDR 2225

COURSE TITLE: ARCHIVAL OF MEDICAL RECORDS II

EXAM VENUE:

STREAM: TVET DIP HEALTH RECORDS

DATE:

EXAM SESSION:

TIME:

2 HOURS

Instructions:

- 1. Answer all questions in section A and any other 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**

SECTION A: ANSWER ALL QUESTIONS 30MARKS

1. Describe FIVE types of files in the hospital (5mks)
2. Explain FIVE reason for weeding of files (5mks)
3. Explain types of filling system (5mks)
4. Explain, giving reasons why materials used for banding of files and archival materials should not be made of corrosive materials and give recommendation (5mks)
5. Describe FIVE activities that takes place in archival storage unit (5mks)
6. Give FIVE advantages of archival of medical records (5mks)

SECTION B: ANSWER ANY 2 QUESTIONS (40 MARKS)

1. Discuss any FOUR laws guiding archival of medical records (20 mks)
2. Discuss the process of archival of medical records (20 mks)
3. Discuss the ideal room for archival of medical records (20 mks)