



**JARAMOGI OGINGA ODINGA UNIVERSITY OF SCIENCE AND TECHNOLOGY**  
**SCHOOL OF HEALTH SCIENCES**  
**UNIVERSITY EXAMINATION FOR DIPLOMA IN HEALTH RECORDS**  
**2<sup>nd</sup> YEAR 2<sup>nd</sup> SEMESTER 2024/2025 ACADEMIC YEAR**  
**MAIN CAMPUS**

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**COURSE CODE:** HDR 2222  
**COURSE TITLE:** Registration of Patients 11  
**EXAM VENUE:**                      **STREAM:** (Diploma in Health Records )  
**DATE:**                                      **EXAM SESSION:**  
**TIME:**                                      **3 HOURS**

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**Instructions:**

- 1. Answer all the question in Section A, question 1 and 3 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 TOTAL (40MKS)**

1. Outline the information you need to capture in the following areas of Bio data **10mks**
  - a. Personal Information
  - b. Contact information
  - c. Health related information
  - d. Contact information
2. Briefly explain why it is important to capture patient's medical history **2mks**
3. What are the key important information that you should include in patient details? **3mks**
4. List FOUR Software/ Application that you may use in patient registration **4mks**
5. What are the circumstance through which registration may not take place? **4mks**
6. What are the information included in patient medical records **4mks**
7. Briefly explain how you register unidentified person **3mks**
8. Why is follow-up communication with the patient important? **4mks**
9. Explain why patient Unique Identification Number (UIN) important **3mks**
10. Why is it important to maintain a good patient registration Process? **3mks**

**Section B: Answer any 3 questions (60 Marks)**

1. Explain
  - a. How you would make registration process easier **10mks**
  - b. Information captured in pre- registration process **10mks**
2. Explain the procedure of creating patient appointment card **20mks**
3. Discuss the procedure of creating patients medical record **20mks**
4. Explain how you would advise patients on doctor's recommendation **20mks**