



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 2224

COURSE TITLE: CODING AND INDEXING OF DISEASES II

EXAM VENUE:

STREAM: TVET DIP HEALTH RECORDS

DATE:

EXAM SESSION:

TIME:

3 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 40 MARKS

1. Define the word **indexing** and **MOH 268** as used in diagnostic indexing (**4 marks**)
2. Differentiate between the following terms
 - a. Diagnostic indexing and medical indexing
 - b. Index card and patient card

(4 marks)
3. List any 4 indexing methodologies (**4 marks**)
4. List any four rules of indexing. (**4 marks**)
5. State any four requirements of indexing department in a new level 2 hospital in Bondo sub county (**4 marks**)
6. List the particulars usually found on top card of the sheets of papers (**3 marks**)
7. State the five indexing procedures using the ICD. (5 Marks)
8. Highlight the 6 steps in coding and indexing of ICPM (**3 marks**)
9. Explain any 5 principles of preparing report (**5 marks**)
10. Explain the summary of a diagnostic index data. (4 marks)

SECTION B:60 Marks

1. a) Describe the modern materials and equipment used in indexing **(10 marks)**
b) Describe how you can initiate an indexing system for a hospital **(10 marks)**

2. a) Describe the following terms used in indexing (indexing, indexing section, an index card, diagnostic indexing) **(10 marks)**
b) Describe at least ten contents of an index card and their importance **(10 marks)**

3. a) Describe the four indexing methodology stating at least two advantages and disadvantages of each method **(10 Marks)**
b) Describe how you can initiate an indexing system for a hospital **(10 Marks)**

4. Describe the principle and guidelines for indexing **(20 Marks)**

5. a) You have been asked to initiate an indexing methodology for the hospital. Which indexing methodology would you recommend and why **(10 Marks)**

b) The medical superintendent has asked you to initiate a manual indexing for the hospital but in your professional opinion, the best system should be computerized indexing. How would you go about convincing him/her on your choice **(10 Marks)**