



JARAMOGI OGINGA ODINGA UNIVERSITY OF SCIENCE AND TECHNOLOGY

SCHOOL OF HEALTH OF SCIENCES

UNIVERSITY EXAMINATION FOR HEALTH RECORDS MANAGEMENT I

YEAR 2 SEMESTER I ACADEMIC YEAR 2024/2025 MAIN CAMPUS

COURSE CODE: HDR 2217

DATE:

**COURSE TITLE: HEALTH RECORDS
MANAGEMENT I**

TIME: 3 HOURS

EXAM VENUE:

**STREAM: DIP. HEALTH RECORDS &
IT**

EXAM SESSION: SEP-DEC 2024

Instructions

- i. Answer **ALL** questions Section A and any other three questions in Section B.
- ii. Candidates are advised not to write on the question paper.
- iii. Candidates must hand in their answer booklets to the investigator while in the examination room

SECTION A: (40 MARKS)

Answer ALL questions in this section

1. As a health records and information officer, define the following terms as used in health records management:
 - a) Editing (2 Marks)
 - b) Sorting (2 Marks)
2. As a health records and information officer, state any **FOUR** roles you are likely to perform in a hospital. (4 Marks)
3. As a health records and information officer, one of the skills you are required to possess is communication skills. Identify **FOUR** possible barriers to effective communication in a hospital (4 Marks)
4. State **TWO** factors that one should consider when selecting a case folder (2 Marks)
5. Initiation of patient's records begins with the identification process where certain particulars are collected from the patients during registration. Recall any **FOUR** particulars collected during registration. (4 Marks)
6. Health records indices play key role in the management of health records. As a health records and information officer, state **FOUR** types of indices used to maintain health records. (4 Marks)
7. Sources of admission can come from different sources. Identify **FOUR** sources of admission. (4 Marks)
8. Highlight **FOUR** factors to consider when establishing a health records office. (4 Marks)
9. Outline the **FOUR** main stages of medical records? (4 Marks)
10. Special health records are records dealing with special cases needing special health care. Name any **TWO** types of special health records. (2 Marks)
11. As a qualified Health Records and Information Manager, explain **TWO** ways you can avoid duplication (4 Marks)

SECTION B: (60 MARKS)

Answer THREE questions in this section.

12. Scheduling appointments is one of the key roles of a health records and information officer.
 - a) Define the term appointment system (2 Marks)
 - b) Explain any **FOUR** concepts of appointment scheduling (8 Marks)
 - c) Explain **FIVE** purposes of scheduling and follow-up (10 Marks)
13. Disclosure of patient information is one of the legal aspects of health records.
 - a) Explain **FIVE** situations under which the contents of patients' records can be

disclosed (10 Marks)

b) Apart from disclosure of patient information, explain other **FIVE** medical legal aspects (10 Marks)

14. Health records can be grouped into several categories.

a) Describe **THREE** categories under which all health records fall. (6 Marks)

b) Explain **SEVEN** uses of health records (14 Marks)

15. It is vital that health records are appropriately retrieved and tracked to ensure they can be located as and when required to assist in the provision of quality care. This can be done manually or electronically.

a) Explain **FOUR** benefits of electronic tracking system (8 Marks)

b) Describe the **FOUR** types tracing of systems (12 Marks)

16. Health records department gives appointment to patients/clients

a) Define waiting list (2 Marks)

b) Give the main function of a waiting list (2 Marks)

c) Explain **TWO** types of waiting list (4 Marks)

d) Highlight **TWO** advantages and **TWO** disadvantages of each types named in 33(b) above (8 Marks)

e) Explain **TWO** ways in which information can be conveyed to the waiting list (4 Marks)