



JARAMOGI OGINGA ODINGA UNIVERSITY OF SCIENCE AND TECHNOLOGY

SCHOOL OF HEALTH OF SCIENCES

UNIVERSITY EXAMINATION FOR FILING OF MEDICAL RECORDS I

YEAR 2 SEMESTER I ACADEMIC YEAR 2024/2025 MAIN CAMPUS

COURSE CODE: HDR 2214

DATE:

**COURSE TITLE: FILING OF
MEDICAL RECORDS 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

QUESTION ONE

- a) Define the following terms
 - i. Filing (2 Marks)
 - ii. Numeric filing (2 Marks)
 - iii. Patient record (2 Marks)
 - iv. Alphabetical identification (2 Marks)
 - v. File tracker (2 Marks)
- b) List any **FOUR** data collection points of medical records in the health facility. (4 Marks)
- c) State any **FOUR** occasions that patient's file may be retrieved. (4 Marks)
- d) You have been appointed as a health records and information officer at Bondo sub-county hospital to establish a health records department. State **FOUR** factors that you would consider when making a choice of the equipment to be used in filing. (4 Marks)
- e) State **FIVE** principles of alphabetic identification as applied in health records filing (5 Marks)
- f) State **FIVE** advantages of serial number identification as a filing system (5 Marks)
- g) State **FOUR** advantages of centralized filing system (4 Marks)
- h) Medical records can be filed either digitally or manually, state **FOUR** advantages of filing medical records digitally. (4 Marks)

SECTION B: (60 MARKS)

Answer THREE questions in this section.

QUESTION TWO

- a) Discuss broad categories of medical filing systems (10 Marks)
- b) Discuss legal frameworks in filing medical records (10 Marks)

QUESTION THREE

- a) Discuss three types of numeric filing (6 Marks)
- b) Discuss advantages of numeric identification filing (4 Marks)
- c) Numeric filing can sometimes be challenging. Discuss (10 Marks)

QUESTION FOUR

- a) Discuss types of medical records (10 Marks)
- b) Discuss equipment's used in manual filing of medical records (10 Marks)

QUESTION FIVE

Good filing system is key in data storage and retrieval;

a) Explain **FOUR** filing rules

(8 Marks)

b) Discuss any **FOUR** primary health records filing equipment commonly used in health facilities

(12 Marks)

QUESTION SIX

"Record identification systems and filing must go hand-in-hand" Basing your explanation on this statement, discuss methods of record identification

(20 Marks)