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UNIVERSITY EXAMINATIONS 2023/2024

FIRST YEAR, FIRST SEMESTER EXAMINATION FOR THE DEGREE OF BACHELOR OF SCIENCE IN HEALTH RECORDS AND INFORMATION MANAGEMENT

HPR 3111: PRINCIPLES OF HEALTH RECORDS

DATE: JANUARY 2025

TIME: 2 HOURS

INSTRUCTIONS: *Answer questions One and any other Two*

QUESTION ONE (30 MARKS)

- a) Briefly explain the meaning of the following terms as used in Health records management. (10 Marks)
 - i. Health record
 - ii. Health record indices
 - iii. Coding and indexing
 - iv. Tracing system
 - v. Filing system
- b) List four data collection tools used in the outpatient department. (4 Marks)
- c) Briefly describe the 3 main types of Health records. (6 Marks)
- d) Highlight five basic elements of form design. (5 Marks)
- e) Briefly explain the process of clinic preparation. (5 Marks)



MUST is ISO 9001:2015 and



ISO/IEC 27001:2013 CERTIFIED

SECTION B: LONG ANSWER QUESTION

QUESTION TWO (20 MARKS)

- a) Discuss the functions of a Health records and information management department in a hospital. (10 Marks)
- b) Describe the duties and responsibilities of a health records and information management officer. (10 Marks)

QUESTION THREE (20 MARKS)

- a) Briefly describe the five basic parts that forms are composed of. (10 Marks)
- b) List and explain briefly five main uses of a health record. (10 Marks)

QUESTION FOUR (20 MARKS)

- a) Discuss disclosure as a legal aspects of health records and information management. (10 Marks)
- b) Define policy making and describe the process of policy formulation. (10 Marks)



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