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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. Filling 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)

