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HEALTH RECORDS AND INFORMATION TECHNOLOGY LEVEL 6

HE/OS/HR/CR/03/6/A

Register Patient

July /Aug 2023

WRITTEN ASSESSMENT

INSTRUCTIONS TO CANDIDATE

1. Time allocated: **THREE (3) hours**.
2. This paper consists of two sections, **A** and **B.** Attempt questions in each section as per instructions given in the section.
3. You are provided with a separate answer booklet.
4. Marks for each question are indicated in the brackets.
5. Do not write on the question paper

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This paper consists of THREE (3) printed pages

Candidates should check the question paper to ascertain that all pages are printed as indicated and that no questions are missing

SECTION A (40 MARKS)

*Answer **all** the questions in this section.*

1. Outline FOUR concept of patient scheduling in hospital (4 Marks)
2. You have been employed as a health records and information officer in a newly set up hospital. Your first assignment is to come up with the best appointment system to be used. Give any THREE types of patient appointment system that you are likely choose from (3 Marks)
3. Give THREE ways in which information can be conveyed to the waiting list (3 Marks)
4. A patient has been directed to your desk for registration purpose. As a health records officer incharge of reception, state any FOUR details that must captured on patient master index card during registration. (4 Marks)
5. State FOUR possible reasons why patients may miss appointment. (4 Marks)
6. Hospital waiting list can be categorized as either decentralized or centralized. Highlight any THREE merits of centralized waiting list (3 Marks)
7. Reception plays a critical role in a health records department. List any FOUR functions done in reception in a health facility (4 Marks)
8. During patient registration, the health records officer in charge found that the patient is unable to recall the age. Explain how the officer can establish the patient's name. (2 Marks)
9. To record a patient appointment, one needs various resources to make patient appointment successful. State any THREE-equipment used to record appointments in healthcare facility (3 Marks)
10. Admission is the formal process whereby a person is accepted by a hospital for the purpose of hospital treatment as an inpatient. State any FOUR sources of patient admission. (4 Marks)

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11. State FOUR potential barriers to the adoption of Electronic Medical Records (EMR) in various hospitals (4 Marks)
12. Explain the reason why name cannot be used as unique identifier. (2 Marks)

SECTION B: (60MARKS)

Answer ONLY three questions in this section

13. Healthcare organizations can no longer afford to send patients home and simply close their files on their care. Instead, many facilities have adopted more practice and timely approach to patient's follow-up. Discuss FIVE importance of this approach. (20 Marks)
14. A waiting list is an index of all patients waiting admission to hospital or waiting treatment on a day case basis.
    a) Explain THREE filing equipment of a waiting list (6 Marks)
    b) Describe SEVEN procedures used in admitting patients from the waiting (14 Marks)
15. The process of health information management by healthcare professionals presents challenges and legal responsibilities. Explain any FIVE legal aspects of health records. (20 Marks)
16. As a health records officer; one of your roles is to register the patients visiting the hospital for treatment. Describe FIVE steps followed in out-patients' registration. (20 Marks)

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