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091906T4HRI

HEALTH RECORDS AND INFORMATION TECHNOLOGY

HE/OS/HR/CR/01/6

File Medical Records

July/August 2025

TVET CURRICULUM DEVELOPMENT, ASSESSMENT AND CERTIFICATION COUNCIL (TVET CDACC)

PRACTICAL ASSESSMENT

Time: 45 Minutes

easyjobnet.com

INSTRUCTIONS TO CANDIDATE:

1. You are required to perform the following tasks:

TASK 1:

You are provided with FIVE patient's files EDIT them accordingly.

TASK 2:

Using the same files SORT and file them in the filing area.

2. You have been provided with the following resources for the practical tasks:

- Patient's files
- Filing area
- Sorting table
- Kik-stool/ladder
- Stationeries