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091906T4HRI

HEALTH RECORDS AND INFORMATION TECHNOLOGY

HE/OS/HR/CR/01/6/A

File Medical Records

March/April 2025

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

PRACTICAL ASSESSMENT

easytvet.com

Time: 30 Minutes

INSTRUCTIONS TO CANDIDATE:

1. You are required to perform the following tasks

TASK 1:

File the FIVE patients' files provided.

TASK 2:

Retrieve FIVE patient files from the filing area to be taken to MOPC clinic.

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

- Patient's files
- Filing area
- Sorting table
- Tracer cards
- Tracer book
- Kick-stool/ladder
- Patient file numbers