

**W1-2-60-1-6**

**JOMO KENYATTA UNIVERSITY OF AGRICULTURE AND TECHNOLOGY**

**UNIVERSITY EXAMINATIONS 2018/2019**

FIRST YEAR SECOND SEMESTER EXAMINATION FOR THE DEGREE OF BACHELOR OF HEALTH RECORDS AND INFORMATION MANAGEMENT

**IHM 2100: HEALTH RECORDS MANAGEMENT SYSTEMS**

**DATE: AUGUST 2019 TIME: 2 HOURS**

INSTRUCTIONS: ANSWER ALL QUESTIONS IN **SECTION A** (COMPULSORY) AND ANY OTHER ONE QUESTION IN **SECTION B**

**QUESTION ONE: 48 MARKS**

1. Differentiate between health record and public record. (6 marks)

2. Explain three contents of a health records folder. (6 marks)

3. Explain two proposes of clinical photography form in the medical records folder. (6 marks)

4. List six qualities of a health records and information officer. (6 marks)

5. Explain six phases of establishing a health records department.

(6 marks)

6. State six functions of a health records department. (6 marks)

7. State three medical records policies. (6 marks)

8. Name and explain three filing methods for health. (6 marks)

**SECTION B: 22 MARKS**

9. Describe with examples the types of health records generated in a health facility. (22 marks)

10. Describe the principles of good medical records management.

(22 marks)

11. The contents of medical record may be disclosed under special circumstances. Describe these circumstance. (22 marks)