

50



(University of Choice)

**MASINDE MULIRO UNIVERSITY OF
SCIENCE AND TECHNOLOGY
(MMUST)**

(MAIN CAMPUSES)

**UNIVERSITY EXAMINATIONS
2022/2023 ACADEMIC YEAR**

**FOR THE BACHELOR OF SCIENCE
IN
EPIDEMIOLOGY AND BIostatISTICS**

COURSE CODE: HEM 125

COURSE TITLE: HEALTH RECORDS MANAGEMENT

DATE: 12/04/2023

TIME: 3.00-5.00 PM

INSTRUCTIONS:

ANSWER ALL QUESTIONS IN SECTION A, AND ANY TWO IN SECTION B

TIME: 2 Hours

MMUST observes ZERO tolerance to examination
cheating

This Paper Consists of 2 Printed Pages. Please Turn Over

SECTION B (40 MARKS) ANSWER ALL QUESTIONS IN THIS SECTION

1. Differentiate the following terminologies used in health records (4marks)
 - a) Patient case notes and master index
 - b) Terminal Digit and referencing
2. Illustrate the health record cycle (5mks)
3. Give the historical events that led to health record discipline (5 marks)
4. How do one overcome the barriers of communication in an organisation(5marks)
5. Outline the relationship between health record keeping and epidemiological activities in a health Institution (4marks)
6. Explain some of the legislation and health policy gaps in health records management in Kenyan (4 marks)
7. Outline **FIVE** contents of the unit health records (5 marks)
8. Describe equipment's used for filling the master index cards (5mks)
9. Give three principles and practice of hospital records management (3 marks)

SECTION C: ANSWER TWO QUESTIONS (QUESTION 1 IS COMPULSORY)

10. Describe **SEVEN** inpatient statistical data routinely collected and calculated in Kenyan hospitals on a monthly and annual basis (15 marks)
11. Expound on quality control measures and best practices you may apply to make you effective as a Health Records officer in your health care Institution/Organisation (15 marks)
12. Explain the various functions of a health records and information department in a health Institution(15marks)