

HEALTH RECORDS AND INFORMATION TECHNOLOGY LEVEL 5

Archive Medical Records

July/August 2023

SECTION A: (20 MARKS)

1. **A. Archived**
 2. **A. Prevent damp**
 3. **B. Strong material**
 4. **D. Weeding**
 5. **D. Medical file search**
 6. **A. Patient hospital number**
 7. **B. To avoid flood effects**
 8. **C. Health records technician**
 9. **D. E-archiving saves on time**
 10. **A. Legibility**
 11. **A. Retention**
 12. **C. Case files**
 13. **B. Straight numerical**
 14. **D. Weeding**
 15. **C. Tally sheet**
 16. **C. Master patient tracer card**
 17. **B. Records belonging to HIV patients**
 18. **C. Current file area**
 19. **B. Patient**
 20. **C. Health records and information officer**
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SECTION B: (40 MARKS)

21. Definitions:

- **Weeding:** The process of removing unnecessary or inactive files from active records to optimize storage and retrieval.
- **Filing:** The systematic organization of documents or records for easy access and retrieval.
- **Archiving:** The process of storing records that are no longer actively used but must be preserved for future reference.
- **Incineration:** The destruction of records through burning, often used for confidential or sensitive information. (4 Marks)

22. Four health records considered as community records:

- Immunization records
- Maternal and child health records
- Family planning records
- Community health assessment records (4 Marks)

23. Four filing techniques used in archives:

- Alphabetical filing
- Numerical filing
- Chronological filing
- Subject-based filing (4 Marks)

24. Three classifications of medical files:

- Inpatient records
- Outpatient records
- Emergency records (3 Marks)

25. Three advantages of microfilming:

- Space-saving storage solution
- Long-term preservation of records
- Protection against physical damage to original documents (3 Marks)

26. Three methods of destroying inactive records:

- Shredding
- Incineration
- Pulping (3 Marks)

27. Four factors influencing retention decisions:

- Legal requirements and regulations

- Medical necessity for patient care
- Institutional policies
- Historical value of the records (4 Marks)

28. Two ways of preservation and conservation of medical records:

- Digitization of records to create electronic backups and reduce physical handling.
- Controlled environmental conditions (temperature and humidity) to prevent deterioration. (4 Marks)

29. Two principles of archiving:

- Authenticity: Ensuring records are genuine and unaltered.
- Accessibility: Making records available for retrieval when needed. (4 Marks)

30. Four prevention measures needed in areas where archives are stored:

- Regular monitoring of environmental conditions (temperature and humidity).
- Implementing security measures (locks, surveillance).
- Using fire-resistant storage materials.
- Training staff on proper handling and storage practices. (4 Marks)

31. Three records that should not be destroyed according to the Public Records Act:

- Records of public health significance
- Historical records with cultural importance
- Legal documents related to patient care (3 Marks)

SECTION C: (40 MARKS)

32. Tracer card system:

a) Define tracing:

- Tracing is the process of locating and identifying the whereabouts of medical files within a facility. (2 Marks)

b) Systems of tracing commonly used in a records library:

- **Tracer Cards:** Physical cards that track the location of files and who has accessed them.

- **Electronic Tracking Systems:** Software applications that log file movements and access.
- **Barcode Systems:** Utilizing barcodes on files to quickly scan and retrieve file locations.
- **Master Patient Index:** A comprehensive list that links patient records to their locations. (12 Marks)

c) Three advantages of any two tracing systems:

- **Tracer Cards:**
 - Easy to implement and understand.
 - Provides a physical record of file movement.
- **Electronic Tracking Systems:**
 - Faster retrieval of records.
 - Reduces human error in tracking file locations. (6 Marks)

33. Reasons for archiving medical records:

a) Five reasons for archiving medical records:

- To ensure continuity of patient care.
- To comply with legal and regulatory requirements.
- To preserve historical data for research and public health.
- To protect against loss of information due to disasters.
- To facilitate audits and quality assurance processes. (10 Marks)

b) Five ways to ensure security of archived medical records:

- Implementing access controls to limit who can view records.
- Regularly updating security protocols and technologies.
- Conducting audits to monitor access and usage.
- Training staff on confidentiality and data protection.
- Utilizing secure storage facilities with fire and water protection. (10 Marks)

34. Reasons to adopt e-archival system:

- **Efficiency:** E-archival systems allow for quicker access and retrieval of records compared to manual systems.
- **Space-saving:** Digital records require less physical space than paper files.

- **Cost-effective:** Reduces costs associated with physical storage and maintenance.
- **Improved security:** Digital records can be encrypted and backed up, enhancing data protection.
- **Enhanced accessibility:** Allows for remote access to records by authorized personnel, improving workflow. (20 Marks)