

UNIVERSITY EXAMINATION

CHUKA



UNIVERSITY

RESIT/SPECIAL EXAMINATION

EXAMINATION FOR THE AWARD OF DEGREE OF BACHELOR OF SCIENCE IN
NURSING

HRIM 151: FUNDAMENTALS OF HEALTH RECORDS AND INFORMATION
MANAGEMENT

STREAMS:

TIME: 2 HOURS

DAY/DATE: TUESDAY 02/11/2021

8.30 A.M – 10.30 A.M

INSTRUCTIONS:

Attempt ALL QUESTIONS IN SECTION ONE and TWO QUESTIONS IN SECTION TWO WHERE QUESTION THREE IS MANDATORY

SECTION ONE: (40 MARKS) ATTEMPT ALL QUESTIONS

QUESTION ONE

- a. Define:-
 - i. Health records (3 Marks)
 - ii. Information (2 Marks)
- b. Describe a system (5 Marks)
- c. Outline the design a registration office (5 Marks)
- d. Describe the functions of data management (5 Marks)

QUESTION TWO

- a. Explain ways of preventing duplication of unit number. (5 Marks)
- b. State considerations for choosing a case folder (5 Marks)
- c. State at least 4 characteristics of quality data (5 Marks)

- d. Describe at least 4 medical forms found in a unit file stating their use (5 Marks)

SECTION B: (30 Marks) ANSWER QUESTION THREE and ANY OTHER 1 QUESTION.

QUESTION THREE

As a Health Records Officer, discuss the value and uses of medical records (15 Marks)

QUESTION FOUR

Discuss the tracing of health records management (15 Marks)

QUESTION FIVE

Discuss the functions of a reception in a medical records department (15 Marks)
