

CHUKA



UNIVERSITY

UNIVERSITY EXAMINATIONS

**EXAMINATION FOR THE AWARD OF DEGREE OF BACHELOR OF SCIENCE IN
HEALTH RECORDS AND INFORMATION MANAGEMENT**

**HRIM 151: FUNDAMENTALS OF HEALTH RECORDS AND INFORMATION
MANAGEMENT**

STREAMS: HRIM

TIME: 2 HOURS

DAY/DATE: FRIDAY 06/12/2019

2.30 P.M. – 4.30 P.M.

INSTRUCTIONS:

- **Attempt ALL questions in section ONE and any TWO questions in section TWO where question one is compulsory.**

SECTION ONE: (40 MARKS): ATTEMPT ALL QUESTIONS

1. (a) Explain health records. (3 marks)
- (b) Define information. (2 marks)
2. Outline the historical background of health records discipline. (5 marks)
3. Explain the considerations for designing a registration office. (5 marks)
4. Describe the health unit system. (5 marks)
5. Explain 5 ways of preventing duplication of unit number. (5 marks)
6. Illustrate the considerations for choosing a case folder. (5 marks)
7. State at least 4 characteristics of quality data. (5 marks)
8. Identify at least 4 medical forms found in a unit file stating their use. (5 marks)

SECTION B: (30 MARKS) ANSWER QUESTION 1 AND ANY OTHER 1 QUESTION

1. As a Health Records Officer, discuss the value and uses of medical records. (15 marks)
 2. Discuss the importance of communication in health records management. (15 marks)
 3. Discuss the functions of a reception in a medical records department. (15 marks)
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