



MAASAI MARA UNIVERSITY

REGULAR UNIVERSITY EXAMINATIONS 2018/2019 ACADEMIC YEAR THIRD YEAR SECOND SEMESTER

SCHOOL OF SCIENCE AND INFORMATION SCIENCES BACHELOR OF SCIENCE IN INFORMATION SCIENCES

COURSE CODE: INS 3220

COURSE TITLE: HEALTH RECORDS MANAGEMENT

DATE: 23RD APRIL 2019

TIME: 8.30AM-10.30AM

INSTRUCTIONS TO CANDIDATES

Answer Question **ONE** and any other **TWO** questions

This paper consists of two printed pages. Please turn over.

SECTION A: COMPULSORY QUESTION

Qn. 1) a. Explain the following concepts using illustrations where possible.

- i) Medical Records **(3 Marks)**
- ii) Health Records **(3 Marks)**
- iii) Case file **(3 Marks)**
- iv) Electronic Health Records **(3 Marks)**
- v) Public records **(3 Marks)**

b). Discuss three types of Health Records . **(15 Marks)**

SECTION B: ANSWER ANY TWO (2) QUESTIONS FROM THIS SECTION

Qn. 2) You have been appointed a Health Records Officer in a referral hospital in Kenya.

- a) Discuss the circumstances in which the content of medical record may be disclosed to any interested party **(5 Marks)**
- b) Discuss uses of health records in a teaching and referral hospital in Kenya. **(15 Marks)**

Qn. 3) a. Describe the characteristics of good medical records management **(10 Marks)**

b.) Discuss principles of good medical records management **(10 Marks)**

Qn. 4) a. Describe how Terminal Digit filing system operates. **(10 Marks)**

b) Discuss the fundamental requirements of a given filing system **(10 Marks)**

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