



MAASAI MARA UNIVERSITY

REGULAR UNIVERSITY EXAMINATIONS

2023/2024 ACADEMIC YEAR

THIRD YEAR SECOND SEMESTER

**SCHOOL OF SCIENCE AND INFORMATION
SCIENCES**

**BACHELOR OF SCIENCE IN INFORMATION
SCIENCES**

COURSE CODE: INS 3237-1

**COURSE TITLE: HEALTH RECORDS
MANAGEMENT**

DATE: 30/5/24

TIME: 0230-0430HRS

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

Qn1) a) Discuss the content of Health Records folder at level 6 hospitals in Kenya **(10 Marks)**

b) Explain the following concepts using illustrations where possible.

i) Medical Records **(2 Marks)**

ii) Health Records **(2 Marks)**

iii) Electronic Medical Records **(2 Marks)**

c) Discuss why it's important for hospitals to maintain medical records at their facilities **(4 Marks)**

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

Qn. 2) a) Discuss the five circumstances in which the content of medical records may be disclosed. **(10 Marks)**

b) Explain the various uses of health records in the hospital **(5 Marks)**

Qn.3) a.) Explain a Classification system in a hospital setup **(5 Marks)**

b) Discuss the straight numeric filing system **(5 Marks)**

c). Describe how Terminal Digit filing system operates. **(5 Marks)**

Qn. 4) a) Explain principle of good medical records management

(5 Marks)

b) Discuss the factors one would consider when computerizing patient medical records. **(10 Marks)**

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