



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
8.30AM-10.30AM

TIME:

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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