

**W1-2-60-1-6**

## JOMO KENYATTA UNIVERSITY OFAGRICULTURE AND TECHNOLOGY

**UNIVERSITY EXAMINATIONS 2020/2021**

**YEAR 1 SEMESTER 1 EXAMINATIONS FOR THE DEGREE OF BACHELOR OF SCIENCE IN HEALTH RECORDS AND INFORMATION MANAGEMENT**

**PHM 2101: HEALTH RECORDS MANAGEMENT 1**

**DATE: DECEMBER 2020 TIME: 2 HOURS**

**INSTRUCTIONS: ANSWER ALL QUESTIONS IN SECTION ONE AND ONLY ONE QUESTION IN SECTION TWO**

**SECTION ONE**

Q1. Differentiate between a health record and a public record (6 marks)

Q2. Explain the main uses of a health record (6 marks)

Q3. Define unit system and list the main contents of a health record (6 marks)

Q4. Explain the procedure of creating a health record (6 marks)

Q5. Explain the various sources of a health record (6 marks)

Q6. Explain the three main systems of numbering health records (6 marks)

Q7. Explain the relationship between health records and other departments in a hospital set-up (6 marks)

Q8. Define editing and explain the main layouts of a daily bed return (6 marks)

**SECTION TWO**

Q9. Describe the legal aspects of health records keeping (22 marks)

Q10. Describe the main duties of a Health Records and Information Officer (22 marks)

Q11. Describe the major types of filing systems (22 marks)