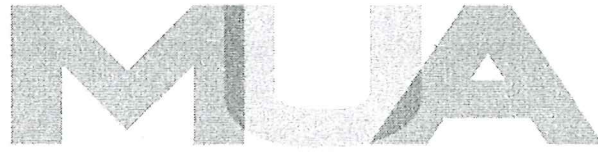**The
Management
University
of Africa**

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CERTIFICATE UNIVERSITY EXAMINATIONS

SCHOOL OF MANAGEMENT AND LEADERSHIP

CERTIFICATE IN HEALTH RECORD SYSTEMS.

CHD 101:   HEALTH RECORD SYSTEMS

DATE: 18TH DECEMBER 2018

DURATION: 2 HOURS

MAXIMUM MARKS: 70

INSTRUCTIONS:

1. Write your registration number on the answer booklet.
2. **DO NOT** write on this question paper.
3. This paper contains **Six (6)** questions.
4. Question **ONE** is compulsory.
5. Answer any other **Four (4)** questions.
6. Question **ONE** carries 30 **MARKS** and the rest carry **10 MARKS** each.
7. **Write all your answers in the Examination answer booklet provided.**

QUESTION ONE:

Read the Case Study below carefully and answer the questions that follow:

Mr. Obusuma is the Chief Medical Officer of Nambale District Hospital. He manages 50 staff with 5 of them working at the Mental Health Department. The Audit Manager has requested that they would want to do a pre-audit exercise in that department. This is in preparation for a Ministry of Health Audit coming up in September 2018.

Required:

a. Demonstrate what you need to consider when preparing for a physical Survey exercise and Questionnaire Survey in preparation for the Audit exercise.

(8 Marks).

b. You are the Head of Department for Mental Health in Nambale District Hospital, formulate a memo to your staff on the key preparations needed in order to be successful in the upcoming audit. **(10 Marks)**

c. Outline the factors you need to consider when doing a Records Inventory.

(6 Marks)

d. Explain the advantages of Computer Based Records. **(6 Marks).**

QUESTION TWO

Describe the five factors to consider when looking at the Patient's Family History.

(10 Marks)

QUESTION THREE:

a) Identify five factors do you need to consider when choosing a filling equipment? **(5 Marks)**

b) List three types of ambulatory care provided **(3 marks)**

c) Describe the job functions of a clinical psychologist **(2 marks)**

QUESTION FOUR:

Outline ten Indexing rules related to filing.　　　　　　　　**(10 Marks)**

QUESTION FIVE:

Discuss five the factors to consider before releasing patient information?

(10 Marks)

QUESTION SIX:

Analyze the different types of patient information stored in the Health Record System.　　　　　　　　**(10 Marks)**