

**The Presbyterian University of East Africa**

**School: HEALTH SCIENSES**

**Program: CERTIFICATE**

**Semester. APRIL 2013**

**Course Code: HRMGT 121**

**Course Title: HEALTH RECORDS MANAGEMENTS**

**Date: 22/04/2013**

**Campus: Kikuyu**

**Instructions**

1. **Answer all questions as directed in each section of the paper**
2. **Read the question and indicate whether true or false at the beginning of the each statement**
3. **Do not guess. If you do not know the answer, leave blank. 1 mark will be deducted for each wrong answer**
4. **If you make corrections, do so clearly, failure to do so will lead to loss of marks**
5. **Enter your registration number at the top right hand corner of every sheet of paper used (NO NAMES)**

**SECTION OF HEATH RECORDS & INFORMATION**

**Q1 a)** Define appointment system and state the aims o scheduling (**5mks)**

**b)** Describe two (2) types of appointment systems and the advantages/disadvantages of each **(15mks)**

**Q2 a)** List and explain the our equipments used for filing patients master index **(12mks)**

**b)** With the help of a well labeled diagram (indicate the measurements), list the contents of master index (**15mks)**

**Q3 a)** List and explain the functions of health record and information department **(20mks)**

**b)** List 3 equipments used to maintain the diagnostic index **(3mks)**