



# MERU UNIVERSITY OF SCIENCE AND TECHNOLOGY

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## University Examinations 2023/2024

FOURTH YEAR SECOND SEMESTER EXAMINATION FOR THE DEGREE OF  
BACHELOR OF INFORMATION SCIENCE

### CIS 3457: MANAGEMENT OF HEALTH RECORDS

DATE: APRIL 2024

TIME: 2 HOURS

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INSTRUCTIONS: Answer *Question one* and any other *two*

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#### QUESTION ONE (30 MARKS)

- a) Define the following terms and phrases as used in health records management. **(6 Marks)**
- i. Health records
  - ii. Tracing
  - iii. Health records index.
- b) Using examples explain three primary health records filing systems. **(6 Marks)**
- c) Explain the different issues arising in the care of hospital records, when compared with general records. **(6 Marks)**
- d) Explain the information that should be included on a file cover for patient casenotes. **(6 Marks)**
- e) Discuss the value of medical record to each of the following: **(6 Marks)**
- i. The patient
  - ii. The physician
  - iii. The hospital.

- f) Describe the factors that must be considered when determining retention periods for hospital records. **(6 Marks)**

**QUESTION TWO (20 MARKS)**

- a) Explain the role of information communication technology (ICT) in health record management. **(4 Marks)**
- b) Discuss the benefits and drawbacks of allowing patients to take away casenotes with them. **(6 Marks)**
- c) Using example, discuss five of these challenges facing ICT adoption in health records management. **(10 Marks)**

**QUESTION THREE (20 MARKS)**

- a) Explain the major access concerns surrounding health records. **(4 Marks)**
- b) Discuss the importance of health records management programme. **(6 Marks)**
- c) What are the benefits and drawbacks of retaining casenotes at the hospital? **(10 Marks)**

**QUESTION FOUR (20 MARKS)**

- a) Why do X-rays, pathological specimens and preparations need to be stored separately from the patient's casenotes file? **(4 Marks)**
- b) Explain the types of legislation might affect hospital records. **(6 Marks)**
- c) Using relevant examples, discuss five (5) types of patient registers in health facility. **(10 Marks)**

**QUESTION FIVE (20 MARKS)**

- a) Explain the purpose of assigning patients registration numbers. **(4 Marks)**
- b) Discuss considerations should be taken into account when dividing records among different storage areas. **(6 Marks)**
- c) Explain some common registration problems found in hospitals and the 'best practice' solutions. **(10 Marks)**