



TECHNICAL UNIVERSITY OF MOMBASA
SCHOOL OF HUMANITIES AND SOCIAL SCIENCES
SOCIAL SCIENCES
UNIVERSITY EXAMINATION FOR:
BACHELOR OF INFORMATION SCIENCE
HIS 4414: MANAGEMENT OF HEALTH RECORDS
SERIES: DECEMBER 2024
TIME:2HOURS
DATE: DECEMBER 2024

Instructions to Candidates

You should have the following for this examination

-Answer Booklet, examination pass and student ID

This paper consists of **FIVE** questions. Attempt question ONE (Compulsory) and any other TWO questions.

Do not write on the question paper.

Question One

- Explain FIVE Objectives of Maintaining Medical Records. [10 marks]
- Explain with reasons Five categories of people who may have access to medical records. [10 marks]
- Explain the composition and Responsibilities of the Medical Record Committee. [10 marks]

Question Two

- Discuss some Best Practices in Management of XRay Records. [10 marks]
- Discuss the pharmacy FIVE processes that should be documented through records? [10marks]

Question Three

- Outline the factors to consider before designing a new medical records form. [10 marks]
- Describe the contents of a Death Register. [10 marks]

Question Four

- Discuss FIVE Best Practices in Management of Pathological Health Records. [10 marks]
- Describe FIVE Characteristics of good nursing records. [10 marks]

Question Five

- a. Describe FIVE ways in which to store physical medical records. [10 marks]
- b. Describe FIVE examples that would be legally considered Medical Malpractice. [10 marks]