



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: JULY 2025
TIME: 2 HOURS
DATE: JULY 2025

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

- i. Explain the following Types of Patient Medical information. (10 marks)
 - a. Medical History
 - b. Family Medical History
- ii. Discuss the organization of the healthcare system under the devolved system in Kenya. (10 marks)
- iii. Describe FIVE Documents that are regarded as Patients health records. (10 marks)

Question Two

- i. Describe FIVE duties of a medical records management officer. (10 marks)
- ii. Explain FIVE factors that contribute to Successful Medical Records Management. (10 marks)

Question Three

- i. As a records manager explain the following priorities, you would establish for your hospital's records management programme. (10 marks)
- ii. Describe FIVE methods for proper preservation of medical records (10 marks)

Question Four

- i. Discuss FIVE ways in which to better Protect and Secure Electronic Patient Medical Records. (10 Marks)
- ii. Describe FIVE Best practices in Ensuring Security of Nursing Records. (10 marks)

Question Five

- i. Describe the process of Disposal of Medical Records. (10 marks)

- ii. Discuss FIVE important factors to consider during appraisal of medical records. (10 marks)