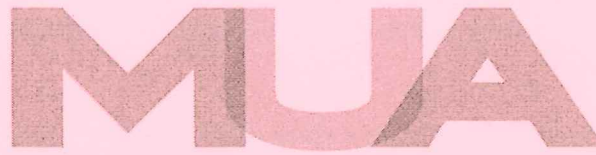


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DIPLOMA UNIVERSITY EXAMINATIONS
SCHOOL OF MANAGEMENT AND LEADERSHIP
DIPLOMA IN COMMUNITY HEALTH AND DEVELOPMENT

DHD 102: HEALTH RECORDS AND SYSTEM MANAGEMENT

DATE: 4TH DECEMBER 2024

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** 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. Madumbuko was a data clerk working in Kapkele Hospital which is a level 4 hospital in Kajiado County. He was recently promoted to be the Chief Registry Officer in the new records and registry department in the hospital. The hospital has been having challenges in their records system because of the frequent change of staffs. They have not been consistent in their way of keeping records and sometimes they have had to go look for patient's file in the container which is just a few meters away from the department. This year, they had budgeted for an electronic database to help them keep records efficiently.

Required:

- a) Mr. Madumbuko has appointed you to take up the lead in records department. Outline with examples the four factors you need to consider when reorganizing the department. **(8 Marks).**
- b) Critically analyze four factors that are important when choosing a filing equipment in the context of Kapkele Hospital? **(8 Marks)**
- c) Mr. Madumbuko has called for a departmental staff meeting to look at the challenges that the staff are facing in reorganizing the records system. Discuss with examples four different strategies you might bring out in order to make the health records system better. **(8 Marks)**
- d) If you were to advice Mr. Madumbuko as a Consultant on the best filing method for a hospital setting, discuss with examples three ways that he can adopt for his hospital. **(6Marks).**

QUESTION TWO

- a) In the world over, Cyber security has been the biggest challenge in data protection. As a consultant for the hospital, examine four key issues you can bring about to help data and information integrity. **(8 Marks)**
- b) Describe the Act on data policy and the reason the Act was created in the first place. **(2 Marks)**

QUESTION THREE

- a) In light of the above transition, examine the three advantages of Electronic Health Records and how effective it will be in Kapkele Hospital. **(6 Marks)**
- b) Outline with examples two factors to consider when introducing the Electronic Health Records to the hospital staff. **(4 Marks)**

QUESTION FOUR

- a) Discuss an appropriate method of filing that will be suitable for a level 4 hospital like Kapkele and give three reasons for your answer. **(4 Marks)**
- b) In health records system, the patient file confidentiality is important. Describe the 3 key things to consider when releasing patient information? Explain your answer. **(6 Marks)**

QUESTION FIVE

- a) Illustrate four factors why it is important to have different trained professionals in a hospital setting rather than one doctor treating all illnesses. **(8 Marks)**
- b) Discuss why there are few Clinical Psychologists compared to Counseling Psychologists. **(2 Marks)**

QUESTION SIX

- a) Examine five challenges facing the Health Care Delivery Systems. Give solutions to each of the challenges you have mentioned. **(5 Marks)**
- b) For each of the answers you have given above, discuss the solutions that can bring change. **(5 Marks)**

