

EXAMINABLE AREAS FOR DIPLOMA HEALTH INFORMATION MANAGEMENT

PATIENT REGISTRATION AND IDENTIFICATION

1. Register patients with appropriate identification procedure
2. Organizes appropriate filing system for easy identification`
3. Identify the content of health records
4. Determine categories of filing system
5. Categorize data and files
6. Place data and files into appropriate categories
7. Establish file update and maintenance system
8. Uses ICD coding system to classify diseases

DATA MANAGEMENT

1. Identify appropriate data collection and reporting tools
2. Fill data collection tools appropriately
3. Verify and validate data collected.
4. Organize data
5. Enter data into appropriate storage facilities
6. Select appropriate data analysis method for data collected
7. Generate Results
8. Calculate and interpreted health facility indicators
9. Identify Key Performance Indicators (KPI) used by the MoH
10. Write Report

DISEASE SURVEILLANCE ACTIVITIES

1. Analyze, present and interpret data; e.g. determines alert and epidemic thresholds
2. Notify and disseminate information
3. Take appropriate action
4. Observe the Conduct of physical examination of patient
5. Identify clinical signs of disease e.g. Yaws, Leprosy, Onchocerciasis, etc.
6. Observe the collection of appropriate specimen e.g. blood/stool/urine.
7. Observe the use of the reverse cold chain appropriately to send specimen

EXPANDED PROGRAMME ON IMMUNIZATION

1. Estimate vaccine requirements
2. Store vaccine at the appropriate temperatures
3. Transport vaccines in appropriate temperatures
4. Monitor Temperature of vaccine refrigerator
5. Observe vaccine administration to appropriate target group
6. Counsel mothers/caretakers on Adverse Events Following Immunization (AEFI)
7. Maintain equipment for vaccine preservation