DIPLOMA IN HEALTH RECORDS AND IT LEVEL 6

Apply at: [*Amref International University (AMIU) - Inspiring Lasting Change*](#)

Philosophy of the Program

Diploma in Health Records and IT Level 6 is a Competency-based TVET program that is offered at Amref International Training Center (The Amref International University-Tvet Directorate).

The course is designed to provide students with the skills and knowledge necessary to manage and maintain medical records and to understand the principles of health information management and the complexity of the healthcare systems, to work in both private and public informatic sectors of the economy.

Goal of the program

The primary goal of the program is to equip an individual with skills to record important clinical information, which may need to be accessed by the healthcare professionals involved in the healthcare delivery across all the levels of the healthcare system

Expected learning outcomes

By the end of the program, the student will be able to:

1. Knowledge

- Learn how to initiate, process, and check the patient records from inpatient, outpatient and emergency services to ensure that all the necessary forms and information are available
- Apply the principles of health informatics to manage and maintain medical records
- Examine how health information is captured, shared, and managed

- Learn how to code and index medical records as per the international classification of diseases and operations
- Understand the importance of health records management and health data security
- Learn how to manage vital workflow processes in healthcare provider organizations—from large hospital systems to private physician practices.
- Learn how to maintain and retrieve medical records to meet the needs of patient care, medical education, medical training, medical research, medical-legal problems, and the evaluation of patient care
- Learn how to schedule and register follow-up appointment cases and referral cases in the hospital's outpatient department.
- Be able to observe the ethics of the medical record profession and to strive for innovations to improve department functions.

2. Skills

Working in the program shall give the students the ability to

- Communicate effectively with clients and professionals in the field
- Use advanced statistics to interpret health data
- Carry out admitting procedures for patients requiring hospitalization
- Transcribing medical information on symptoms, diagnoses, medication, and tests from doctors' written or verbal notes
- Demonstrate Data entry skills
- Demonstrate Good customer service skills.
- To demonstrate good **IT skills**

3. Competences

As our student, you are supposed to

- participate in and contribute to classroom discussions that bring together students from a wide variety of backgrounds, interests, and countries.

- be able to critically evaluate and creatively use important theoretical concepts

- improve your academic presentation skills, facilitating dissemination of your work in written and in spoken language to specialist and lay audiences

- reflect critically on your own and the research of others

- be able to participate in academic debates of your field

- contribute to your field knowledge and methods through your work

- acquire skills and networks that you can use in your future career

Assessment Procedures:

The course will be assessed at two levels: Internally and Externally.

Internal assessment is conducted in the Institution, while external assessment is the responsibility of TVET CDACC.

As part of the continuous internal assessment process, trainees will maintain a portfolio of evidence of their achievements.

Accreditation

The course is recognized and approved by the following regulatory bodies:

TVETA, TVET CDACC and KNQA

Admission Requirements.

a) Kenya Certificate of Secondary Education (KCSE) mean grade **C (plain)**

   or

b) Certificate In Health Records and IT Level 5

   Or

c) Equivalent qualifications as determined by Kenya National Qualifications Authority (KNQA)

   or

d) Any other International qualifications to get approval from the Kenya National Qualifications Authority (KNQA)

Intakes

January, April/May, and August/September

Mode of Delivery

The program is offered on a regular basis

Course Duration

The course takes a maximum of three academic years (8 Semesters)

Career Path

Upon completion, the student can pursue a BSc. Health Records, Community Health, Epidemiology, Environmental Health, Counseling Psychology, or Medical Social Work programs amongst others as determined by the Kenya National Qualifications Authority (KNQA)

For Admission Enquiries:

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General Enquiries:

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