

## 1. FEE STRUCTURE

|   | Self –Sponsored Students: Fulltime, Evening & Weekends (SSSFEW) | Self Sponsored Students: Distance Learning Diploma (SSDL) |
|---|---|---|
| <b>Tuition Fees Per Semester</b>                              | <b>Kshs.</b>  | <b>Kshs.</b>  |
| Tuition Fees (6 Courses)                                      | 25,000  | 22,000<br>(Inclusive of study packs)                      |
| <b>Administrative Charges Per Semester</b>                    | <b>Kshs.</b>  | <b>Kshs.</b>  |
| Student Activity  | 1,500   | 1,500   |
| Medical Fee   | 2,500   | -   |
| Library   | 2,000   | 2,000   |
| ICT   | 2,000   | 2,000   |
| Students Association (GUSA) Fee                               | 500   | 500   |
| Exam Fee(6 Courses)   | 3,000   | 3,000   |
| Practical's   | 5,000   | 5,000   |
| <b>One-Off Administrative Charges (Payable once on entry)</b> | <b>Kshs.</b>  | <b>Kshs.</b>  |
| Caution Money (refundable)                                    | 2,000   | 2,000   |
| Student ID Card   | 500   | 500   |
| Registration Fee  | 2,000   | 2,000   |
| <b>Other Charges</b>  | <b>Kshs.</b>  | <b>Kshs.</b>  |
| Field Attachment Assessment 8th semester of study             | 5,000   | 5,000   |

| Total Fees Per Semester (Exclusive of Accommodation and Food) |        |             |        |              |        |               |        |
|---|--------|-------------|--------|--------------|--------|---------------|--------|
| SEMESTER I  |        | SEMESTER II |        | SEMESTER III |        | SEMESTER IV   |        |
| SSSFEW  | SSDL   | SSSFEW      | SSDL   | SSSFEW       | SSDL   | SSSFEW        | SSDL   |
| 46,000  | 41,000 | 41,500      | 36,000 | 41,500       | 36,000 | 41,500        | 36,000 |
| Total Fees Per Semester (Exclusive of Accommodation and Food) |        |             |        |              |        |               |        |
| SEMESTER V  |        | SEMESTER VI |        | SEMESTER VII |        | SEMESTER VIII |        |
| SSSFEW  | SSDL   | SSSFEW      | SSDL   | SSSFEW       | SSDL   | SSSFEW        | SSDL   |
| 41,500  | 36,000 | 41,500      | 36,000 | 41,500       | 36,000 | 5,000         | 5,000  |

**Note:** All applicable fees should be paid within one month of the start of the registered semester failure to which a late payment surcharge of Ksh.2,000 will automatically be debited to the student fee account.

## 2. ACCOMODATION & MEALS

- Self Contained Rooms (4 students sharing) inclusive of breakfast, Lunch & Supper = **Ksh. 30,000** per semester Per student
- Self Contained Rooms (6 students sharing) inclusive of breakfast, Lunch & Supper = **Ksh. 28,000** per semester Per student
- General Rooms (Washroom facilities outside the rooms) inclusive of breakfast, Lunch & Supper = **Ksh.26,000** per semester per student



FOR MORE INFORMATION PLEASE CONTACT

The Students Recruitment & Admissions Office

Grets University

P.O Box 3-01000

Thika, Kenya.

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020 2308997/8,

E-Mail: [admission@gretsauiversity.ac.ke](mailto:admission@gretsauiversity.ac.ke)  
[info@gretsauiversity.ac.ke](mailto:info@gretsauiversity.ac.ke)

Website: [www.gretsauiversity.ac.ke](http://www.gretsauiversity.ac.ke)

or

SMS the word GRETSA to 20133 free of charge

or

Visit our Main Campus Offices located at Thika Town Along  
Thika Garissa Road

Join us on  **Grets University - Thika**

Follow us on  **@GretsUni\_Thika**



## SCHOOL OF HEALTH SCIENCES

### DIPLOMA IN HEALTH RECORDS AND INFORMATION TECHNOLOGY



#### The School's Vision

To be a world class academic and professional centre of excellence in the provision of practical and research - based Health Sciences training.

#### The School's Mission

To train competent Health Professionals who will approach health issues with a holistic perspective and critically analyze problems with a view of integrating theory and practice in the assessment and provision of diagnostic, curative, preventive and promotive health care services so as to meet the dynamic health needs of the community.

Please Visit our website at: [www.gretsauiversity.ac.ke](http://www.gretsauiversity.ac.ke)  
Revised: April 2023

## OVERALL GOAL OF THE PROGRAMME

The course intends to equip the trainee with knowledge, skills and attitude to enable them to be competent health record officers who can collect, analyze and present information for utilization in planning, implementing, monitoring evaluating health Services.

## CORE PROGRAMME LEARNING OUTCOMES

Upon completion of the programme, a graduate should be able to:

- Safe custody and Manage health information systems
- Conduct research in the health related field
- Engage in continuing health services monitoring and evaluation
- Participate as team members in health care delivery services
- Demonstrate knowledge, skills and attitude in health records information
- Organize and participate in community health programmes
- Participate in child health programmes
- Collect, analyze and present the information for utilization in health care planning
- Plan and implement training and educational programmes for students ,other health workers and community members.

## ADMISSION REQUIREMENTS

1. A candidate must satisfy the following minimum requirements:

KCSE Mean Grade of C, with C in English/Kiswahili, C- in Mathematics and Biology/Biological Sciences. C- in any of the following: Physics / Physical Sciences, Chemistry, General Sciences, Computer Studies, Agriculture, Home Science, Geography and Business Studies

2. A certificate in Health Records from Grets University or any other institution recognized by Grets University Senate.

**Bridging:** A holder of KCSE certificate or equivalent with a minimum of C (Plain ) but lacking the Mandatory cluster subjects may be required to undertake a bridging course in the respective courses offered at Grets University to qualify For entry

## PROGRAMME DURATION

The duration of the programme will be 8 semesters ( 7 semesters' course work and one semester for attachment).

### Semester IV

## CAREER PROSPECTS

Health records professionals keep health records up to date, and make sure that the information is available to medical staff when required. They can work as health records technician ,medical records clerk, microfilm records searcher, records classifier, records clerk, records filing-system clerk, records management clerk, technical records clerk, Information Clerks, Managers, Medical Administrative and Support Services in specialist departments or clinics, including cancer centres or accident and emergency units, GP surgeries and health centres, the headquarters of an NHS trust, central stores & health records department. These professions are within the state ,local governments ,private sector and nongovernmental organisations

## GRADING OF COURSES

| Overall Average Mark | Grade |
|----------------------|-------|
| 75% and above        | A     |
| 65% to below 75%     | B     |
| 50% to below 65%     | C     |
| Below 50%            | F     |

The

Course will be graded as follows:

## COURSE REGISTRATION REQUIREMENTS

The student will not be allowed to register for new courses offered in every semester unless they have passed the relevant preliquisite courses offered the previous semester as indicated under the program structure..

## PROGRAMME STRUCTURE

### Semester I

| Course | Code | Course Title                   |
|--------|------|--------------------------------|
| GUCC   | 010  | Computer Applications          |
| GUCC   | 011  | Communication Skills           |
| DICH   | 010  | Principles of Community Health |
| DIEH   | 012  | Health Psychology              |
| DIEH   | 013  | Human Anatomy and Physiology   |
| DIHR   | 010  | Health Records Management I    |

### Semester II

| Course | Code | Course Title  |
|--------|------|---|
| DIHR   | 020  | Health Records Management II [Pre:DIHR 010]         |
| DIHR   | 021  | Medical Terminologies [Pre: DIHR 010]               |
| DIEH   | 020  | Basic Mathematics and Biostatistics [Pre: DIHR 010] |
| DIEH   | 024  | Occupation Health Safety [Pre: DIHR 010]            |
| DIEH   | 022  | Communicable Diseases                               |
| DPCC   | 012  | Operating System                                    |

### Semester III

| Course | Code | Course Title                                   |
|--------|------|--|
| DIHR   | 030  | Health Records Management III [Pre : DIHR 020] |
| DIHR   | 031  | Medical Data Classification I [Pre:DIHR 010]   |
| DIHR   | 032  | Health Information Systems I [Pre :DIHR 010]   |
| DIHR   | 033  | Medical Statistics I [Pre:DIH 020]             |
| DIEH   | 031  | HIV & AIDS Management                          |
| DIEH   | 030  | Epidemiology                                   |

| Course | Code | Course Title                                  |
|--------|------|---|
| DIHR   | 040  | Health Economics [Pre :DIHR 034]              |
| DIHR   | 041  | Medical Data Classification II [Pre:DIHR 021] |
| DIHR   | 042  | Health Information Systems II [Pre:DIHR 022]  |
| DIHR   | 043  | Medical Statistics II [Pre: DIHR 031]         |
| DIHR   | 044  | Health Human Resources management             |
| DPCC   | 013  | Structured Programming [Pre:GUCC 010]         |

### Semester V

| Course | Code | Course Title                                |
|--------|------|---|
| DIHR   | 053  | Medical Statistics III [Pre: DIHR 040]      |
| DIEH   | 044  | population and Demography                   |
| DIEH   | 045  | Health Research Methods                     |
| DIEH   | 055  | Health Law and Ethics [Pre : DIHR 040]      |
| DIEH   | 073  | Health Projects Management [Pre; DIEH 045 ] |
| DIHR   | 060  | Primary Healthcare                          |

### Semester VI

| Course | Code | Course Title                              |
|--------|------|---|
| DIHR   | 061  | Disease Pathology                         |
| DIEH   | 061  | Health Education and Promotion            |
| DIEH   | 074  | Health Systems Management [Pre :DIHR 022] |
| DIEH   | 075  | Community Diagnosis                       |
| DIEH   | 076  | Pharmacology and Therapeutics             |
| DPCC   | 022  | Database Management System [Pre:GUCC 010] |

### Semester VII

| Course | Code | Course Title  |
|--------|------|---|
| DIEH   | 070  | Health Research Project [Pre DIEH 045]                    |
| DIHR   | 071  | Integrated disease Surveillance and Response              |
| DIEH   | 060  | Basic Life Support &First Aid                             |
| DBCC   | 019  | Essentials of Entrepreneurship                            |
| DPIT   | 025  | Computer Networking Essentials [Pre :GUCC 010]            |
| DPCC   | 043  | Fundamentals of System Security and Audit [Pre: GUCC 010] |

### Semester VIII

| Course | Code | Course Title  |
|--------|------|---|
| DIHR   | 080  | health records attachment (3 months ) [Pre ; All units] |

**Note:** 'Pre' means pre-requisite course (s) offered in previous semester (s)

