1	Name of Course	**C.C.In Medical Records and Health Information Technician (W. E. F. 2016 - 17)**
2	Course Code	**201137**
3	Max. No. of Students Per Batch	25 Students
4	Duration	6 Month
5	Type	Part Time
6	No Of Days / Week	6 Days
7	No Of Hours /Days	4 Hrs
8	Space Required	1) Computer Lab = 200 Sq.Feet. 2) Class Romm = 200 Sq.Feet. -------------------------------------- **Total = 400 Sq.Feet.** 3) Organization should have MOU with 25 Bedded Multi-specialist functioning hospital 4) Distance between Hospital and Institute Should not be more than 10 Km.
9	Minimum Entry Qualification	S.S.C.Pass
10	Objective Of Course	To Create Skill Manpower for Medical Record & Health Information Activities.
11	Employment Opportunities	Can Work as Medical Record & Health Information Technician in Hospital
12	Teacher's Qualification	Degree in Medical Faculty

Training System

Training System Per Week

Theory	Practical	Total
6 Hours	18 Hours	24 Hours

14 Exam. System

Sr. No.	Paper Code	Name of Subject	TH/PR	Hours	Max. Marks	Min. Marks
1	20113711	Review Patient Records For Completeness	TH I	3 hrs	100	35
2	20113712	Store Medical Records	TH II	3 hrs	100	35
3	20113721	Review Patient Records For Completeness	PR I	3 hrs	100	50
4	20113722	Store Medical Records	PR II	3 hrs	100	50
		Total			**400**	**170**

Theory - I - Review Patient Records For Completeness

Brief Job Description:

Medical Records and Health information Technician compile, process, and maintain medical records

of hospital and clinic patients in a manner consistent with medical, administrative, ethical, legal, and regulatory requirements of the health care system. They process, maintain, compile, and report pati-

-ent information for health requirements and standards in a manner consistent with the healthcare industry's numerical coding system Personal Attributes: Medical records and health information technician should have the ability to understand and follow complex technical instructions, ability to

pay close attention to detail, ability to effectively use computer applications, familiarity with the techniques of maintaining a filing system, accuracy, dependability, meticulous, communicative, a passion for helping people, experience in medical environment and terminology.

This is about the Medical Records and Health Information Technician reviewing patient

records for timeliness, completeness and appropriateness of health data.

- Organizing and evaluating the record of observations, medical or surgical interventions, and treatment outcomes for completeness and accuracy

- Collect the discharge notes or previous day discharge file from the concerned Nurse, Check that all related forms are completed, properly identified and authenticated, and that all necessary information is present

- Correlation of laboratory test results, procedures, and treatments with diagnosis or seek the help of nurse or concerned doctor

- Demonstrate the ability to adapt to rapidly changing situations, e.g.: responds appropriately to critical situations, retains composure in stressful situations, applies existing skills to new situations

Maintain disease registries and clinical database

- Correctly and accurately assigning standard disease codes, operation and /or procedure codes to all discharged inpatients records To be competent, the user/individual on the job must: Review the medical record inpatient admission sheet, discharge summary, history and physical, physician progress notes, consultation notes, operation and procedure notes.

- Maintain and record the data for patients suffering from different disease e.g. heart disease patients, cancer patient, etc.

- The importance of maintaining confidentiality of the patient information

- The individual on the job needs to know and understand: The various ICD codes used and The medical terminologies

- The individual on the job needs to know and understand how to: Practice effective communication with colleagues and other health professionals while maintaining a professional attitude

- Introduction to Medical Transcription.

- The individual on the job needs to know and understand how to: Analyse, evaluate and apply the information gathered from observation, experience, reasoning, or communication to act efficiently

Maintain medical record for statutory compliance

- Maintaining the medical record for statutory compliance To be competent, the individual on the job must be able to: Record and maintain data for birth and death rates, Provide the data to Municipal corporations for registration

- Individual on the job must be able to: Ensure that the medical record data collected for birth and death is accurate and all demographic and basic details are complete

- Provide data related to communicable disease and endemic disease. e.g. Dengue, Malaria, Hepatitis, Bird flu, Swine flu, HIV etc. with demographic details to Government bodies for maintaining the report and statistics

- Individual on the job needs to: Sometimes cope with a lost file by attempting to locate it and by checking probable locations

Maintain medical records for statistical database

- It covers the following: medical records for statistical database Maintaining medical records for statistical database to be competent, the individual on the job must: Ensure to keep the information in the medical records updated, Maintain the record of inpatient and OPD regularly and Maintain the disease record

  a. Number of the OPD cases,

  b. Number of the surgeries performed

  b. Number of transplant,

  d. Number of the MTP cases

  e. Which doctor performed which surgery,

  f. Number of Medico-legal cases

  g. Number of births,

  h. Number of new borne death

  i. Number of deaths

  j. Number of days a patient stay in hospital

  k. Patients attended by same nurse

  l. Priosratistics

Theory - II - Store Medical Records

This is about the Medical records and health information technician storing and it covers the following: retaining the medical records for future reference Storage and retention of medical records for future reference To be competent, the individual on the job must:

- Know how to store the medical records
- Know how to maintain and store the old records
- The user/individual on the job needs to: Check that all laboratory results are same as those in laboratory reports and no information is missing
- Take special care to reserve the safety of records and protect them from insects, termites and prevent them from being exposed to heat, fire, dampness and dust

Maintain confidentiality of medical records

It is about the Medical records and health information technician maintaining .It covers the following: confidentiality of medical records Maintaining confidentiality of medical records To be competent, the individual on the job must know: Medical Records in the department are kept secured and in strict confidentiality

Maintain medical records for medico legal cases

The Medical records and health information technician maintain the medical record for medico legal cases .

- This unit/task covers the following: Policies and procedures for keeping medico legal cases, Maintaining medico legal cases records
- Performance Criteria
- Knowledge and Understanding (Organizational Context): (Knowledge of the Healthcare provider/Organization and its processes)

Act within the limits of one's competence and authority

Recognizing the boundaries of the role and responsibilities and working within the level of competence in accordance with legislation, protocols and guidelines

Maintain a safe, healthy, and secure working environment

- Monitoring the working environment and ensuring a safe, healthy, secure and effective working conditions

- Generic Skills: Reading Skills, Writing Skills, Oral Communication (Listening and speaking skills)

<u>Practice Code of conduct while performing duties</u>

- Regulations and the code of conduct setup by the healthcare provider The Allied health professional must adhere to the protocols and guidelines relevant to the field and practice.

- Recognizing the guidelines and protocols relevant to the field and practice, Following the code of conduct as described by the healthcare provider, Demonstrating best practices while on the field.

- Knowledge and Understanding (Organizational Context): (Knowledge of the Healthcare provider/Organization and its processes)
- Implications to quality and safety arising from:
    Working outside the boundaries of competence and authority, not keeping up to date with best practice, poor communication, insufficient support, lack of resources

Practical - I - Review Patient Records For Completeness

- Collect the discharge notes or previous day discharge file from the concerned Nurse, Check that all related forms are completed, properly identified and authenticated, and that all necessary information is present

- How to Follow established protocols as defined in organization's policy while keeping and maintaining the medical records

- How to assemble health information

- How to check the related forms for required data

- How to maintain patient confidentiality

- How to arrange the file management area for easy access and efficiency

<u>Maintain disease registries and clinical database</u>

- How to dress appropriately as per the guidelines of the healthcare provider

- How to follow established protocols as defined in organization's policy while keeping and maintaining the medical records

- How to accurately provide correct code to a particular disease

- How to check the records that are not coded

- Write medical reports clearly and concisely and in a proper format

Maintain medical record for statutory compliance

- How to dress appropriately as per the guidelines of the healthcare provider

- How to follow established protocols as defined in organization's policy while

- Write medical reports clearly and concisely and in a proper format

- Where to file documents and how to classify or code files based on notes accompanying the documents and classification rules and policies

- How to decide what requests merit priority and how to classify and file reports for the ease of retrieval by records staff and other personnel

Maintain medical records for statistical database

- How to prepare the statistics for Number of the OPD cases

- How to prepare the statistics for Number of the surgeries performed

- How to prepare the statistics for Number of births

- How to prepare the statistics for Number of days a patient stay in hospital

- How to prepare the statistics for Number of new borne deaths

Practical - II - Store Medical Records

- Write medical reports clearly and concisely and in a proper format
- How to arrange the file management area for easy access and efficiency
- What should we do if all data is not present .
- How can we update the reports regularly

Maintain confidentiality of medical records

- How to maintain the confidentiality of the medical records
- How to follow established protocols as defined in organization's policy while keeping and maintaining the medical records
- How to arrange the file management area for easy access and efficiency
- How to maintain patient confidentiality

Maintain medical records for medico legal cases

- How to properly keep the record of medico legal case
- How to ensure the organization protocols are followed while maintaining the medico legal records.
- How to keep and maintain the record files for long duration
- How to follow the laws related to medico legal record keeping
- How to record different type of cases separately

Maintain a safe, healthy, and secure working environment

- Identify potential hazards and breaches of safe work practices
- How to report the hazard
- How to create safety records and maintaining them
- How to identify health, safety, and security hazards

Practice Code of conduct while performing duties

- How to engage and interact with other providers in order to deliver quality and
- Write down the importance of personal hygiene
- How to Prepare status and progress reports related to patient care
- Explain about The importance of intercommunication skills

LIST OF THE INSTRUMENTS, TOOL AND FURNITURE TO BE AVAILABLE IN INSTITUTE

Reno.	Item	Quantity
1	Dual desk / Benches	25
2	Provision for Drinking Water.	As per requirement
3	Notice Board for information for the students.	As per requirement
4	Charts of concerned subjects.	As per requirement
5	Computer	04
6	Printer	01
7	LCD Projector	01

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