

Common Course Outline
OFAD 255
Medical Records Management
3 Credits

The Community College of Baltimore County

Description

Medical Records Management

Teaches the maintenance of medical records; explains how to set up a medical record, what information should be included, and how the medical record is used to provide data; prepares students to file and retrieve records, process discharges/admissions, and assemble and analyze records.

Major Topics

- A. Medical Record Clerk Functions
- B. Health Information Management
- C. Number and Filing Methods
- D. Processing Medical Records
- E. Assembly of Medical Records
- F. Analysis of the Record
- G. Physician Incomplete Areas
- H. Confidentiality and Release of Information

Overall Course Objectives

Upon completion of this course, students will be able to:

- ∃ understand the functions and purposes for maintaining medical records
- ∃ apply alphabetic and numeric filing rules
- ∃ process admissions and discharges and maintain the patient index
- ∃ identify the different components of a medical record and explain the purpose
- ∃ determine who has responsibility for completing each portion of the medical record
- ∃ communicate with physicians, office personnel, and patients in a proper and positive manner

Course Requirements

Grading/exams: Grading procedures will be determined by the individual faculty member but will include the following: You will be responsible for all material covered in the learning activities packet. The final grade will be determined by instructor evaluation of daily work and by the grades earned on tests and the final examination.

Other Course Information

This is a self-paced course where regular attendance is mandatory to complete it within a semester=s time frame. You are expected to attend class at the times selected during registration. If you miss a class, you should schedule a make-up time. If you fall behind, it may be necessary for you to schedule additional class time.