COURSE DESCRIPTION:

This course exposes the learner to the basic aspects and guidelines of the medical record function in health facilities. Learners will locate, analyze, and abstract clinical data from medical records as required for diagnostic and procedural coding.

REQUIRED TEXT:

*Text*  
*Being a Medical Records Clerk, Third Edition*  
*Author*  
Kathryn McMiller  
*Publisher*  
Prentice-Hall  
*ISBN*  
0-13-112671-7

COURSE OBJECTIVES:

Identify the skills and duties performed by a medical records clerk.  
Understand the functions of a health information management department.  
Apply alphabetic and numeric filing rules to file and retrieve medical records.  
Process medical records.  
Assemble medical records.  
Analyze medical records.  
Coordinate efficient completion of medical documentation.  
Maintain confidentiality of medical documentation.

GRADING PROCEDURES:

Exam grades will be based on the following percentages:

- 93-100% A
- 86-92% B
- 78-85% C
- 70-77% D
- Below 70% F

Student Assignments 40%  
4 Unit Exams 60%
<table>
<thead>
<tr>
<th>Assignment</th>
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| Read Chapter 1 - Being a Medical Records/Health Information Clerk  
Complete and Submit Learning Activities on page 7 | |
| Read Chapter 2 - Health Information Management Department  
Complete and Submit Learning Activities on pages 20-21 | |
| Locate a newspaper ad or Internet job posting using medical records skills that would interest you. Submit the ad with a 1-page typed paper describing the job functions and why you would want and be qualified for the job when you finish this course. | |
| **Test 1 on Chapters 1 & 2** | |
| Read Chapter 3 - Numbering and Filing Methods  
Complete and Submit Learning Activities on page 31 | |
| Complete and Submit Supplementary Filing Packet (get from Flex instructor) | |
| **Test 2 on Chapter 3** | |
| Read Chapter 4 - Processing Medical Records  
Complete and Submit Learning Activities on pages 44-47 | |
| Read Chapter 5 - Assembly of the Medical Record  
Complete and Submit Learning Activities on page 130 | |
| Read Chapter 6 - Analysis of the Record  
Complete and Submit Learning Activities on pages 139-140 | |
| **Test 3 on Chapters 4-6** | |
| Read Chapter 7 - Physician Incomplete Area  
Complete and Submit Learning Activities on pages 155-156 | |
| Read Chapter 8 - Confidentiality and Release of Information  
Complete and Submit Learning Activities on pages 181-182 | |
| Read Chapter 9 - Other Medical Records/Health Information Clerk Functions  
Complete and Submit Learning Activities on pages 199-200 | |
| **Test 4 on Chapters 7-9** | |