

MODULE TITLE: HEALTH RECORDS MANAGEMENT

Introduction to the Module

The module is designed to equip the learner with the necessary knowledge, skills, and attitude to effectively and efficiently manage health records. . The module has units as follows:

UNIT 1	Introduction to Health Records Management
UNIT 2	Receiving, Registration, and Initiation of Health Records
UNIT 3	Creating and Maintaining Health Records Indices
UNIT 4	Scheduling and Follow-Up; Preparing of In/Out Clinic, Patients
UNIT 5	Admitting and Discharging Patients/Clients
UNIT 6	Storage and Retrieval of Health Records
UNIT 7	Acquiring and Maintaining Health Records Equipment
UNIT 8	Legal Aspects of Health Records
UNIT 9	Managing Special Records
UNIT 10	Managing a Health Records and Information Office
UNIT 11	Establishing a Health Records Department In a Health Care Facility
UNIT 12	Developing and Designing Health Record Forms
UNIT 13	Ensuring Quality Assurance in Health Care Services
UNIT 14	Introduction to Electronic Health Records

MODULE OUTCOMES

At the end of the module the learner should be able to:

1. Give an overview of the health records discipline and its organisation
2. Describe the procedures used in reception, registration, and initiation of patient/client records
3. Describe the appointment systems
4. Describe the various methods of creating and maintaining health records indices
5. Display ability to create and maintain health records
6. Explain the various procedures of clinic preparation
7. Describe the admission and discharge procedures
8. Maintain an efficient system of storage, retrieval, and control of health records
9. Explain the various systems of storage and retrieval of health records

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Rendall,John Middleton Murry,1886 **Library of Congress Catalogs** Library of Congress,1970 **Books in Print**
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Telecommunications Directory, 1995-96 John Krol,1994-11 **Subject Catalog, 1977** Library of Congress,1977
Cumulated Magazine Subject Index, 1907-1949: Jewf-Z Frederick Winthrop Faxon,1964 *Telecommunications*
Directory, 1998 Gale Group,1997-09 This reference provides descriptions and contact addresses for over 2500 national and
international communications systems and services The range of systems and services covered includes voice and data
communication services local area networks teleconferencing facilities videotext and e mail *Tennessee County Records*
Manual University of Tennessee (Knoxville campus). County Technical Assistance Service,1978 *Records Management*
Manual Iowa. Records Management Division,Texas. State Department of Highways and Public Transportation. Equipment
and Procurement Division,1978 Standards procedures and guidelines for creation organization maintenance use and
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Blunt,Missouri. Office of the Secretary of State,Missouri. Records Management and Archives Division,1988 **County**
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