

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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**Missouri. Office of the Secretary of
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and Archives Division, Missouri Local
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