

# Medical Records Specialist

## LEARNING OBJECTIVES



Our 152-hour Medical Records Specialist program is divided into 8 courses, which cover a number of topics: privacy laws, telehealth skills, documentation management, and so much more.

### Program Orientation: Medical Records Specialist

- Review program timeline, expectations, and requirements.

### Law, Liability, and Ethics for Healthcare

- Describe the structure of the healthcare industry and how it relates to the medical office profession.
- Identify law and regulations related to the healthcare workplace.
- Describe how law flows from the constitution to the courtroom.
- Identify criminal acts and intentional torts.

### Introduction to Healthcare

- Identify health information management concepts common to allied health professionals.
- Describe characteristics of healthcare delivery and settings in the United States.
- Delineate career opportunities for health information management professionals.

### Comprehensive Electronic Health Records

- Explain the importance of clinical standards in the development of interoperable electronic health records.
- Demonstrate an understanding of how electronic health records are used in physician practices and other outpatient settings.
- Demonstrate an understanding of how electronic health records are used in hospitals.

### Health Information Management

- Explain the role of health information management in patient care documentation and medical coding and billing.
- Identify types of health records and the documentation requirements, data sources, collection tools, and potential issues associated with each type.

- Discuss the evolution of the electronic health record (EHR) and its administrative and clinical applications.
- Describe records storage and retrieval processes, including numbering and filing systems and record storage and circulation methods.
- Explain health record maintenance through the use of the master patient index and data collection, indexes, and registers.

### Federal Qualified Health Centers (FQHC)

- Differentiate between FQHC and RHC policies and regulations.
- Identify FQHC and RHC staff and learn FQHC and RHC requirements.
- Describe services applicable to FQHC and RHC.
- Understand the medical record requirements for FQHC and RHC.

### Telehealth for Clinical Support

- Discuss all the methods and models of telehealth.
- Learn how telehealth applies to the role of medical records specialists.

### Program Completion: Medical Records Specialist

- Create a personal profile in the Learner Placement Portal.