

# Release of Information Specialist

## LEARNING OBJECTIVES



We built our Release of Information Specialist Training using insights from industry professionals with years of accumulated knowledge. It's designed specifically to help Learners establish successful careers in one of the fastest-growing sectors in the United States economy.

### Program Orientation: Release of Information

- Initiate the Release of Information program.

### Computer Fundamentals

- Gain a solid foundation of digital technology knowledge and skills that can be applied in everyday life as well as in any career or profession.

### Comprehensive Medical Terminology

- Analyze how medical terms are built using common word parts.
- Properly spell, define, and pronounce medical terms associated with each of the major body systems.
- Identify and define the word parts most frequently associated with the major body systems.
- Interpret common abbreviations used in medical terminology and cautions to remember when using them.

### 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 health care workplace.
- Describe how law flows from the constitution to the courtroom
- Identify criminal acts and intentional torts
- Recognize what makes a contract and who can contract.
- Identify medical malpractice and other lawsuits.
- Explain the characteristics, ownership, and confidentiality of the health record.
- Recognize the importance of the laws and ethics of patient confidentiality.
- Explain professional ethics and how they apply to patients.

- Recognize ethical issues surrounding the beginning of life.
- Recognize ethical issues surrounding death and dying.

### 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.
- Identify the principles, professional practice standards, and regulations related to the use of the health record as a legal business record.
- Describe the processes and legal requirements for the release of personal health information.

### Comprehensive Electronic Health Records

- Demonstrate how patient records are used and regulated.
- Complete tasks required for scheduling a patient.
- Review clinical information reporting.
- Explore revenue cycle and financial reporting.

### Release of Information

- Explain the release-of-information process.
- Delineate patient's rights.

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- Navigate the U.S. Department of Health and Human Services website.
- Recall answers to frequently asked questions an ROI professional might encounter.
- List breach notification requirements.
- Outline basic characteristics of HIPAA enforcement cases.

### **Program Completion: Release of Information**

- Prepare for program completion.

**Total Hours: 217**

**Coursework, Simulations, and Experiential**

# Medical Coding & Billing for Outpatient Services

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