



## &lt; Health Records Maintenance

**I. COURSE DESCRIPTION:**

**This course examines the health record as it is used in health care organizations. A major emphasis is on confidentiality and the legal aspects of health information documentation.**

**II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:**

Upon successful completion of this course, the student will demonstrate the ability to:

1. Explain the purpose of the health record.

Potential Elements of the Performance:

Describe the purpose of the health care record.

State the importance of keeping accurate and appropriate health records.

Identify health organizations and the records they keep.

Discuss the responsibilities of the Health Office Administrative Assistant in maintaining records..

2. Describe the structure of the health care record.

Potential Elements of the Performance

Identify the various components of a chart..

State the responsibilities of charting.

Define the role of the Health Office Administrative Support Assistant in recording.

3. Understand the concepts of ethics and legal issues as they relate to the health record, maintaining the record and health care settings.

Potential Elements of the Performance

Discuss legislation that pertains to health records (Consent to Treatment Act, Mental Health Act, RHPA, Canadian Charter of Rights and Freedoms).

Define the "Patients Bill of Rights"

State how legislative requirements impact maintaining health records.

Discuss the system for health insurance in Canada and Ontario (government funded including OHIP, WSIB, DVA, private insurance and self-payment).

Define ethics and ethical dilemmas

Discuss the characteristics, quality and role of ethics in professional, personal and work settings.

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3. Demonstrate procedures necessary to initiate, maintain and dispose of the health record..

Potential Elements of the Performance:

Identify the various types of forms used to maintain a health record.

State the rules for recording in health records.

Identify the pitfalls of charting.

Recognize controversial charting.

Know and be able to record using appropriate short forms.

Outline the meaning, intent and importance of confidentiality.

Discuss routine audits and “chart checks”.

4. Demonstrate the appropriate use of record keeping systems and forms commonly used in various health care settings.

Potential Elements of the Performance:

Demonstrate the ability to assemble a chart.

State how to maintain records as indicated in discharge, death, access, retention, destruction, photocopying.

Identify the purpose of other forms associated with health records maintenance including census, vital signs flow sheets, incident report forms, care plans etc.

5. Demonstrate accurate coding..

Potential Elements of the Performance:

State the purpose of coding.

Demonstrate the ability to apply coding to records.

### III. TOPICS:

1. .The Health Record
2. Legislation including Consent to Treatment Act, Mental Health Act, RHPA, Canadian Charter of Rights and Freedoms
3. Patient Bill of Rights
4. Health insurance in Canada.
5. Ethics and ethical dilemmas.
5. Roles and responsibilities of the health office administrative support assistant in recording
6. Skill sets/functions of the health office administrative support assistant in maintaining records.

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#### IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

Green, M. & Bowie, M J, (2002) Essentials of Health Information Management with CD and Green, M. & Bowie, MJ (2002) Essentials of Health Information Management Lab Manual

#### V. EVALUATION PROCESS/GRADING SYSTEM:

*This course will employ a combination of learning methods consisting of lectures, handouts, written assignments, case studies, videos and group presentation.*

*Mid Term Examination – 30%*

*Final Examination – 35%*

*Project and in-class presentation – 35%*

The following semester grades will be assigned to students in postsecondary courses:

| <u>Grade</u> | <u>Definition</u>  | <u>Grade Point Equivalent</u> |
|--------------|--|-------------------------------|
| A+           | 90 - 100%  | 4.00                          |
| A            | 80 - 89%   | 3.75                          |
| B            | 70 - 79%   | 3.00                          |
| C            | 60 - 69%   | 2.00                          |
| F (Fail)     | 59% and below  | 0.00                          |
| CR (Credit)  | Credit for diploma requirements has been awarded.  |                               |
| S            | Satisfactory achievement in field /clinical placement or non-graded subject area.  |                               |
| U            | Unsatisfactory achievement in field/clinical placement or non-graded subject area.   |                               |
| X            | A temporary grade limited to situations with extenuating circumstances giving a student additional time to complete the requirements for a course. |                               |
| NR           | Grade not reported to Registrar's office.  |                               |
| W            | Student has withdrawn from the course without academic penalty.  |                               |

#### VI. SPECIAL NOTES:

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Special Needs:

If you are a student with special needs (e.g. physical limitations, visual impairments, hearing impairments, or learning disabilities), you are encouraged to discuss required accommodations with your instructor and/or the Special Needs office. Visit Room E1204 or call Extension 493 so that support services can be arranged for you.

Retention of course outlines:

It is the responsibility of the student to retain all course outlines for possible future use in acquiring advanced standing at other postsecondary institutions.

Plagiarism:

Students should refer to the definition of “academic dishonesty” in *Student Rights and Responsibilities*. Students who engage in “academic dishonesty” will receive an automatic failure for that submission and/or such other penalty, up to and including expulsion from the course/program, as may be decided by the professor/dean. In order to protect students from inadvertent plagiarism, to protect the copyright of the material referenced, and to credit the author of the material, it is the policy of the department to employ a documentation format for referencing source material.

Course outline amendments:

The Professor reserves the right to change the information contained in this course outline depending on the needs of the learner and the availability of resources.

Substitute course information is available in the Registrar's office.

*<include any other special notes appropriate to your course>*

**VII. PRIOR LEARNING ASSESSMENT:**

Students who wish to apply for advanced credit in the course should consult the professor. Credit for prior learning will be given upon successful completion of a challenge exam or portfolio.

**VIII. DIRECT CREDIT TRANSFERS:**

Students who wish to apply for direct credit transfer (advanced standing) should obtain a direct credit transfer form from the Dean's secretary. Students will be required to provide a transcript and course outline related to the course in question.

