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MCO 110

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1. **After reading the chapter and reviewing the power point presentation,  please answer the following questions.**

What is a health record? A health record is all patient demographic, illness and treatment history

Who are the different users of the health record and how do they use it? The different users of the health record is anyone that requires access to it in order to provide health care to the patient. Primary users, individual users, and institutional users

Explain the health record processes.  Some records are kept completely on paper, some are kept electronically, and some are a combination of the two which are known as hybrid records. The process starts with processing of the records, monitoring, transcription, coding, abstracting and data analysis

Explain the health information management information systems.

It’s the interactions between HIM and the information systems department to plan, implement, and maintain information.

What quality controls can be put into place to manage health information management functions ?

Monitoring of misfiles, timeliness of storage and retrieval, and timeliness of rates.

2. **Please define the following:**

Abstracting-the process of extracting information from a document to a brief summary

Addendum-late entry added to the health record to provide additional information to a previous entry

Aggregate data-data extracted from an individual record and de-identified to analyze and compare information about groups of people

Amendment-a clarification made to a health record

Audit trail-chronological record that provides records of activity of access to patient information

Computer assisted coding-process of extracting and translating dictations and transcribed into ICD-10 and CPT codes for billing

Concurrent review-screening for medical necessity and timeliness of entry

Correction-an edit to correct inaccurate/incorrect information

Data-information that provides facts, observations about people, processes, measurements and conditions.

Data mining-the process of extracting and analyzing large groups of data to identify patterns

Deficiency slip-a notification when a document or signature is missing

Delinquent record-an incomplete record

Demographics-patient identifiable information

 Deterministic algorithm-requires exact matches in patient data

Encoder-specialty software to assist with coding procedures and diagnosis

Grouper-a software program that assigns a prospective payment based on the clinical codes

Meaningful Use-an incentive program that provides an incentive to providers for demonstrating their use of EHR

Outguide-a device used in paper based health records to track locations removed from storage

Overlap-a patient is issued more than one medical record

Overlay-a patient is issued a medical record number that was previously assigned to another patient

Probabilistic algorithm-a mathematical probability to determine the possibility that two patients are the same

Qualitative analysis-review of the health record to ensure standards are being met

Quantitative analysis-review of health record to determine it’s completeness and accuracy

ROI-release of information

Serial numbering system-a numerical numbering system that assign a number to each patient encounter

Requisition-request for health record

Terminal digit filing system-last digit or group of digits in the health record number determines it’s placement

Unit number system-a unique identification number the patient receives at first encounter and is user for all additional encounters

Voice recognition technology-a method of encoding speech signals

3**.   Check your Understanding answers.**

**4.  Answer the following:**

 What is the purpose of the Health Record. To monitor and track patient care.

* Who are the users of the health record and why? The users are anyone who needs the information to provide the patients care or billing.
* Name those functions of HIM that support patient care. Record processing, monitoring, transcription, release of patient information, coding, abstracting, clinical data analysis, research and statistics, registries and birth and death certificate completion
* Describe the  Master patient index and it many core data elements. Is the permanent record of all patients treated at a healthcare facility including internal patient identification, person name, DOB, gender, race, ethnicity, address, phone number, aliases, and SSN
* Describe  duplicate, overlay and overlap health record numbers. They are numbers previously assigned to another patient
* Describe  Identification systems for paper records (4) ; Serial numbering, unit numbering, serial-unit, and alphabetic
* Describe numeric filing systems and Alphanumeric filing systems. Numeric filing system records are filed by the record number and alphanumeric records are filed by the first two letters of the patient’s last name followed by a unique set of numbers,
* How are records located and retrieved? They can be found by their health record number. Depending on how they are kept they can be retrieved from filing cabinets, shelving units, microfilm, offsite storage, image-based storage.

Electronic Environment:

* What are the advantages?? Easier transfer of information from one provider to another, easier for retrieval or data analysis.
* What is Indexing? It is an organized list of specific data
* Describe the management of free text in the EHR. It is the unstructured entry of data into a free form field
* Name several quality control functions of the EHR. Having preset data formats for information being inputted into certain fields, prepopulated information with acceptable entries, check boxes for yes/no entries,
* Describe the HYBRID record. Hybrid record keeping is the combination of paper based and electronic health records
* Describe ROI  and what is the responsibility of the HIM  department and staff? ROI is a release of information. The responsibility of the HIM department is to ensure that the requests are appropriate and submits them to be used in patient care, insurance claims, or legal claims and retaining copies of requests.
* Describe the  function of the ROI  software system.  It tracks the requests and bills the requestor, and monitors productivity and turnaround time.