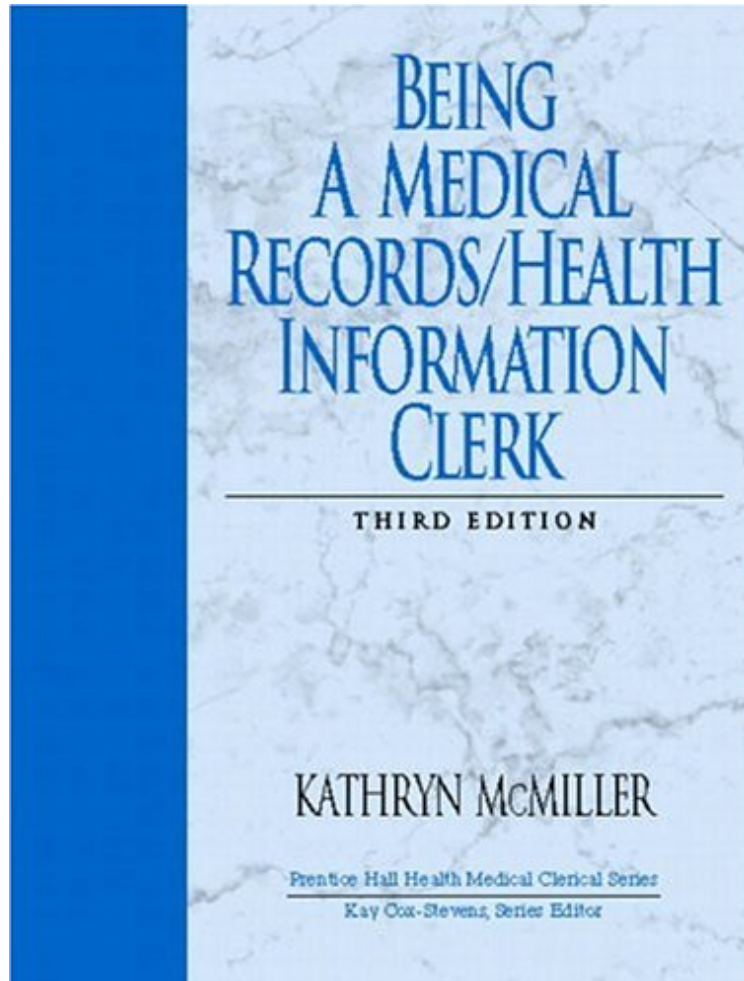


[Mobile pdf] Being a Medical Records/Health Information Clerk (3rd Edition)

## Being a Medical Records/Health Information Clerk (3rd Edition)

*Kathryn McMiller RHIT RHIA*

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**Kathryn McMiller RHIT RHIA : Being a Medical Records/Health Information Clerk (3rd Edition)** before purchasing it in order to gage whether or not it would be worth my time, and all praised Being a Medical Records/Health Information Clerk (3rd Edition):

1 of 1 people found the following review helpful. To the Point!By NikitaI actually purchased it more to review some information forgotten through time. The book helped in reminding me what I had learned and it was informative as well as well as helpful. Its a good way to learn about Medical Records and health information.2 of 2 people found the following review helpful. greatBy kellyVery basic and easy to read. I do recommend it to those in the medical records field. Glad I bought it.0 of 0 people found the following review helpful. Informative and interestingBy Patricia K.It is very informative with great examples of documents that reenforce information being read.

Unlike other available books on medical recordsmdash;which focus on management of HIM departmentsmdash;this

one is especially designed for entry-level health information/medical record clerks. It orients learners to the essential step-by-step procedures for being a medical records clerk; from the importance of confidentiality to filing. KEY TOPICS Specific chapter topics cover the health information management department, number and filing methods, processing medical records, assembly and analysis of the medical record, physician incomplete area, confidentiality and release of information, and other medical record clerk functions. For directors, managers/supervisors of HIM departments in hospitals, physicians offices, and outpatient clinics; and also for use in hospitals, and for anyone maintaining medical records.

From the Back Cover Being A Being A Medical Records / Health Information Clerk is a comprehensive reference for anyone interested in health information management. The Third Edition has been revised and updated to include the latest information, while retaining its emphasis on the principles of working in a Health Information Management department. It lays a complete foundation of the skills necessary for all medical records clerks. Features: An overview of HIPPA regulations Revised format for ease of learning Updated vocabulary New information reflecting current HIM automation Example of a complete medical record as it would appear in a hospital Updated learning activities About the Author Kathryn McMiller, RHIA, is an independent Health Information Management consultant based in Southern California. She has over 24 years experience in HIM, the last eight years as a consultant specializing in interim HIM department assessments and interim management and computer system installation project management. Kathryn has worked in hospitals ranging in size from 110 to 1,000 beds in various parts of the country. Excerpt. copy; Reprinted by permission. All rights reserved. As the requirements for more and diverse types of documentation in medical records increase, the role of the Medical Records/Health Information Clerk in keeping the Health Information Management Department functioning becomes more and more critical. It is the intent of this text to provide basic information that will make the entry-level Medical Records/Health Information Clerk immediately effective. Chapters 1 and 2 provide an overview of the Medical Records/Health Information Clerk function and the Health Information Management Department. Chapters 3, 4, 5, and 6 teach the student filing and retrieval, record processing, assembly, and analysis. Chapter 7 discusses working with physicians in the Physician Incomplete Area. Chapter 8 deals with confidentiality and release of information, and Chapter 9 discusses other functions to which a Medical Records/Health Information Clerk may be assigned. Each chapter discusses computerization of documentation and the functions of a Health Information Management Department, where applicable. The text of Being a Medical Records/Health Information Clerk is designed to be used as a reference. Each chapter begins with a vocabulary of pertinent terms used in the chapter and specific objectives of the subject matter. Frequent headings and subheadings are identified throughout each chapter. The summary reviews the main points of the chapter. Learning activities at the end of each chapter give the student an opportunity to put into use the ideas discussed. Examples and opinions expressed as to the most effective means of performing a function are the author's opinion based on training, experience, and networking with colleagues. Methods for performing health information management functions vary based on individual Health Information Management Department demands, and no attempt has been made to illustrate all methods.