

Medical Record ASSISTANT



Approved by
Govt. of West Bengal
An Initiative of Department of
Youth Services, Govt. of West Bengal

Run by :



I·R·H·C
INSTITUTE OF
RURAL HEALTH CARE

MEDICAL RECORD ASSISTANT

Course Name : Medical Record Assistant

Course Duration : 12 months

INTRODUCTION

MEDICAL RECORD ASSISTANT

A medical record technician plays a vital role in healthcare settings by ensuring that patient records are accurate, complete, and accessible. This important role involves a wide range of responsibilities, including creating and maintaining patient records, ensuring patient information is kept confidential and secure, and assisting with the retrieval of patient records when necessary. To become a medical record technician, individuals typically complete a specialized training program that provides a comprehensive understanding of medical terminology, record keeping systems, and regulatory requirements. The coursework may cover topics such as medical coding, data management, and legal and ethical considerations in healthcare. Upon completing the program, graduates can pursue employment opportunities in various healthcare settings, such as hospitals, clinics, and long-term care facilities. A career as a medical record technician can be rewarding and fulfilling for individuals who are interested in healthcare and have strong attention to detail and organizational skills.

Desirable and Benefits of Medical Record Assistant

Find out what a medical records assistant does, how to get this job, and what it takes to succeed as a medical records assistant.

Table of Contents:

- Medical Records Assistant Job Duties
- Medical Records Assistant Salary & Outlook
- Medical Records Assistant Job Requirements
- Medical Records Assistant Skills
- Medical Records Assistant Work Environment
- Medical Records Assistant Trends
- How to Become a Medical Records Assistant
- Advancement Prospects
- Job Description Example

Medical records assistants are the glue that holds together the healthcare system. They're responsible for ensuring that doctors, nurses, and other medical professionals have access to the information they need when they need it.

Medical records assistants typically work behind the scenes, but their efforts are critical to keeping everything running smoothly. They commonly handle a wide range of tasks related to patient records, including filing, organizing, retrieving, updating, and even transcribing information from these records into electronic databases or digital formats.

Medical Records Assistant Job Duties

A medical records assistant typically has a wide range of responsibilities, which can include:

- Ensuring that all medical records are stored securely so that they can be accessed quickly if needed.
- Explaining billing procedures to patients who are responsible for paying their own medical

bills.

- Taking patient vitals at each visit, including weight, height, and blood pressure.
- Recording patient medical histories by gathering information from patients and physicians about diagnosis, treatment, and prognosis.
- Communicating with physicians' offices and insurance companies regarding insurance coverage and claims processing.
- Processing insurance forms and billing statements for services provided by the practice.
- Keeping track of inventory for office supplies and equipment such as staplers, paperclips, pens, and computer disks.
- Maintaining records of appointments, including dates, times, duration, and type of service provided.
- Organizing and maintaining medical records using computer systems and manual filing systems.

Syllabus:

Total Course Duration: 360-hour

Module 1: Introduction to Medical Records and Health Information Management (60 hours)

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| i. Introduction to medical record keeping | 12hrs |
| ii. Overview of the health information management system | 12hrs |
| iii. Purpose and significance of medical records | 12hrs |
| iv. Importance of confidentiality and security | 12hrs |
| v. Legal and ethical considerations | 12hrs |

Module 2: Medical Terminology (60 hours)

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| i. Basic medical terminology | 10hrs |
| ii. Anatomy and physiology | 10hrs |
| iii. Medical abbreviations and symbols | 15hrs |
| iv. Medical root words, prefixes, and suffixes | 10hrs |
| v. Diagnostic and procedural terminology | 15hrs |

Module 3: Record Keeping (60 hours)

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| i. Types of medical records | 14hrs |
| ii. Medical record organization and documentation | 14hrs |
| iii. The health record cycle | 12hrs |
| iv. Data retrieval and record management | 10hrs |
| v. Electronic health record (EHR) system | 10hrs |

Module 4: Coding and Classification (60 hours)

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| i. Diagnostic coding (ICD-10-CM) | 15hrs |
| ii. Procedural coding (CPT and HCPCS) | 15hrs |
| iii. Medical classification systems (SNOMED, LOINC) | 15hrs |
| iv. Health Information Exchange (HIE) | 15hrs |

Module 5: Health Care Quality and Compliance (60 hours)

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| i. Quality control and improvement | 14hrs |
| ii. Accreditation and regulatory agencies (JCAHO, CMS, AHIMA) | 10hrs |
| iii. Compliance and legal issues | 12hrs |
| iv. Healthcare statistics and research | 12hrs |
| v. Clinical trials and research studies | 12hrs |

Module 6: Career Development and Professionalism (60 hours)

i. Job search strategies and interview skills	13hrs
ii. Resume and cover letter writing	16hrs
iii. Professionalism and communication skills	15hrs
iv. Workplace ethics and teamwork	16hrs

JOB OPPORTUNITY

Medical records assistants need the following skills in order to be successful:

Attention to detail: Medical records assistants must have excellent attention to detail to ensure they accurately transcribe medical records and enter the correct information into the database. Attention to detail is also important when filing and organizing patient files.

Communication skills: Medical records assistants often communicate with patients, doctors and other medical staff. Effective communication skills can help you convey information clearly and answer questions. You can also use your communication skills to maintain a positive work environment and build relationships with your colleagues.

Knowledge of medical terminology: Medical terminology is a specialized language used by medical professionals to communicate with one another. It's important for a medical records assistant to have a strong understanding of medical terminology so they can accurately transcribe medical records. Medical records assistants should also be familiar with medical abbreviations and acronyms so they can accurately interpret medical records.

Computer proficiency: Computer proficiency is a necessary skill for a medical records assistant. You should be able to navigate computer programs, input data and create files and folders. You should also be able to use a scanner and a printer.

Organizational skills: Medical records assistants often work in an office setting, so it's important to have strong organizational skills. This can help you keep your work area clean and free of clutter. Organizational skills can also help you keep track of files and paperwork, which is a large part of your job.

Most medical records assistants start their careers working in entry-level positions. With experience, they may advance to supervisory roles or positions with more responsibility, such as working with specific types of medical records or handling release-of-information requests. Some medical records assistants may also choose to become certified, which can lead to higher earnings and more job opportunities.

Minimum Eligibility

The minimum qualification for admission is class 10th Passed from any recognized board in India.