



Medical Record Keeping

Course Agenda:

MONDAY

7:30 am: Registration

patient and/or family.

- Records that show fulfillment of legal obligations.

8:00 – 10:15 am:

- Pre-Test.
- Introduction.
- Purposes of patient record documentation.
- Documentation and the law of evidence.
- Deficient records.
- Content of the patient records.
- Other information that should be documented.
- Technical issues in documentation.

12:30 – 1:30 pm: LUNCH ON YOUR OWN

1:30 – 3:30 pm:

- Record keeping errors that increase liability risk.
- Documentation in situations requiring increased caution.

3:30 – 3:45 pm: BREAK

3:45 – 5:00 pm:

- Documenting frequently litigated conditions.

10:15 – 10:30 am: BREAK

5:00 – 6:00 pm:

10:30 am – 12:30 pm:

- Electronic health records.
- Documenting discussions with

- Medical record workshop with analyses of submitted records.

6:00 pm: ADJOURN

TUESDAY

8:00 – 10:15 AM:

- Undermining the credibility of the records.

10:15 – 10:30 AM: BREAK

10:30 AM – 12:30 PM:

- Undermining the credibility of the record keeper.
- Maximizing reimbursement while minimizing the risk of fraud and abuse accusations.
- Medical record confidentiality.

12:30 – 1:30 PM: LUNCH ON YOUR OWN

1:30 – 3:30 PM:

- Confidentiality when contacting the patient.
- Release of medical records with authorization.
- Release of medical records without authorization.

3:30 – 3:45 PM: BREAK

3:45 – 5:00 PM:

- Patients' access to their own records.
- Post-test.

5:00 – 6:00 PM:

- Medical record workshop with analyses of submitted records.

6:00 PM: ADJOURN