



# Medical Record Keeping

## Course Agenda:

---

### Course Day 1

---

	patient and/or family.
<b>7:30 am: Registration</b>	Records that show fulfillment of legal obligations.
<b>8:00 – 10:15 am:</b>	<b>12:30 – 1:30 pm: LUNCH ON YOUR OWN</b>
Pre-Test.	
Introduction.	<b>1:30 – 3:30 pm:</b>
Purposes of patient record documentation.	Record keeping errors that increase liability risk.
Documentation and the law of evidence.	Documentation in situations requiring increased caution.
Deficient records.	<b>3:30 – 3:45 pm: BREAK</b>
Content of the patient records.	
Other information that should be documented.	<b>3:45 – 5:00 pm:</b>
Technical issues in documentation.	Documenting frequently litigated conditions.
<b>10:15 – 10:30 am: BREAK</b>	<b>5:00 – 6:00 pm:</b>
	Medical record workshop with analyses of submitted records.
<b>10:30 am – 12:30 pm:</b>	
Electronic health records.	<b>6:00 pm: ADJOURN</b>
Documenting discussions with	

# Course Day 2

---

## 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