

HOW TO

SUBMIT MEDICAL RECORDS TO WILM

STEP ONE: COLLECT

Select a day at random and collect the medical records of the first four (4) patient visits from your office or clinic that day.

STEP TWO: PRINT

For each of the four (4) patients, print/photocopy only the page(s) of your medical record that contain the record entries for just that one patient encounter/visit.

STEP THREE: REDACT

Redaction is required! Find and redact all protected health information (PHI). This includes, but is not limited to, patient names, family member names, patient numbers, and any other information that could be used to identify the patient.

It is important to redact the PHI so that it is completely unreadable.

Your identity should also be redacted from every page.

STEP FOUR: SUBMIT TO WILM

Submit the records at least two weeks prior to the start of the Medical Record Keeping course by Fax: (650) 285-2319 using the WILM fax cover sheet or email PDF copies of the records to Administrator@WILM-ed.org*

*only if the file size is less than 18mb.

WARNING!

If your redacted patient records are not received by the WILM at least five (5) days prior to the start of the course, WILM cannot guarantee that you will receive full-credit acceptable to the Medical Board of California. You will also be required to pay an expedited processing fee of \$75 to accommodate late record submissions or records that are received without the required PHI redaction.

