

HLIN 1115 ALTERNATE CARE SETTINGS (60 HOURS REQUIRED)	DATE	*S/U	COMMENTS
1. Assemble 25 records according to institution policy.			
2. File 30 records by institutional policy.			
3. Analyze records for deficiencies.			
4. Use computerized chart locator or manual master patient index to locate 10 records.			
5. Abstract 25 medical records (computer or abstract form).			
6. Collect, calculate and disseminate statistical information utilized by the facility			
7. Review reimbursement system for the type of facility.			
8. Observe the coding process appropriate to the setting.			
9. Prepare records for microfilming, optical imaging, computerized medical records (where applicable)			
10. Transcribe 3 medical reports.			
11. Review policies and procedures for record retention and release of information			
12. Prepare and complete three (3) release of information requests. Review ROI billing policy and procedure. Utilize software to track release of information requests if available.			
13. Review HIPAA policies and procedures for the institution			
14. Review JCAHO regulations particular to the type of institution.			
15. Review Performance Improvement activities.			
16. Review Risk Management policies and procedures.			
17. Observe and participate in Information Systems utilized at the facility-ie. Chart management, encoder., etc.			
18. Other activities as the facility is able to provide. 1. 2			

***Grading: Satisfactory/Unsatisfactory**

Numbers listed are suggestions, not requirements.

03/04