

<b>HLIN 2206 (120 HOURS REQUIRED)</b>		<b>DATE</b>	<b>*S/U</b>	<b>COMMENTS</b>
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.	Attend a medical records committee and/or medical staff committee meeting.			
7.	Assist with utilization review.			
8.	Correctly code 10 records utilizing ICD-9-CM.			
9.	Prepare 2 cancer registry abstracts where applicable. Utilize software, if available. Complete follow-up letters.			
10.	Prepare 2 trauma registry abstracts where applicable. Utilize software, if available.			
11.	Follow procedures for suspension of admitting privileges.			
12.	Review admission criteria through utilization management.			
13.	Prepare records for microfilming, optical imaging, computerized medical records (where applicable)			
14.	Observe credentialing process and continuing education functions.			
15.	Transcribe 3 medical reports. (At least one of each of the following: history & physical, discharge summary, operative report).			
16.	Review Risk Management policies and procedures.			
17.	Review policies and procedures for record retention and release of information			
18.	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.			
19.	Complete three birth/death certificates where applicable. Review state vital statistics reporting forms for birth certificates, death certificates, and fetal death certificates.			
20.	Review HIPAA policies and procedures for the institution.			
21.	Other activities as the facility is able to provide. 1. 2.			

**\*Grading: Satisfactory/Unsatisfactory**

*Numbers listed are suggestions, not requirements.*

09/03