

# HEALTH INFO TECH/2: ELECTRONIC RECORDING AND FILING (90 Hours)

Course No.: 76-15-60

## COMPETENCY CHECKLIST

Student Name \_\_\_\_\_

Teacher Name \_\_\_\_\_ School Site \_\_\_\_\_

Start Date \_\_\_\_\_ Completion Date \_\_\_\_\_ Certificate Date \_\_\_\_\_

Teacher Signature \_\_\_\_\_ Student Signature \_\_\_\_\_

(Signatures verify completion of course competencies)

### A. **INTRODUCTION AND SAFETY** (3 hrs)

- \_\_\_\_\_ 1. Scope and purpose of course
- \_\_\_\_\_ 2. Class as part of Linked Learning Initiative
- \_\_\_\_\_ 3. Classroom policies and procedures
- \_\_\_\_\_ 4. Occupations in field of health info technicians
- \_\_\_\_\_ 5. Opportunities for gender equity/non-trad
- \_\_\_\_\_ 6. CAL/OSHA laws governing health info techs
- \_\_\_\_\_ 7. EPA legislation and health industry
- \_\_\_\_\_ 8. EPA standards for hazardous waste disposal
- \_\_\_\_\_ 9. Class/workplace emergency procedures
- \_\_\_\_\_ 10. Employer/employee responsibilities to safety
- \_\_\_\_\_ 11. Safety test with 100% accuracy

### B. **RESOURCE MANAGEMENT REVIEW** (1 hr)

- \_\_\_\_\_ 1. Review elements of resource management
- \_\_\_\_\_ 2. Importance of proper resource management
- \_\_\_\_\_ 3. Examples of effective management
- \_\_\_\_\_ 4. Benefits of effective resource management
- \_\_\_\_\_ 5. Economic benefits & environmental liabilities

### C. **ETHICS AND LEGALITY** (5 hrs)

- \_\_\_\_\_ 1. Provision/components of ethical/legal policies
- \_\_\_\_\_ 2. Ethical/legal responsibilities regarding HIPAA
- \_\_\_\_\_ 3. Written exam: Ethical and legal responsibilities

### D. **INTEGRATED OFFICE TOOLS & EQUIPMENT** (5 hrs)

- \_\_\_\_\_ 1. Safe use & maintenance of office tools & equip
- \_\_\_\_\_ 2. Demonstrate collating techniques
- \_\_\_\_\_ 3. Copyright laws that apply to health employees

### E. **HEALTHCARE SOFTWARE I** (10 hrs)

- \_\_\_\_\_ 1. Compare healthcare software available today
- \_\_\_\_\_ 2. Importance of passwords/confidentiality
- \_\_\_\_\_ 3. Demo the listed scheduling procedures
- \_\_\_\_\_ 4. Pass examination on healthcare software

### F. **FORMS** (10 hrs)

- \_\_\_\_\_ 1. Equip/materials to transcribe forms/reports
- \_\_\_\_\_ 2. Laws on patient records/patient confidentiality
- \_\_\_\_\_ 3. Define anamnesis
- \_\_\_\_\_ 4. Different types of patient's healthcare forms
- \_\_\_\_\_ 5. Important items to include in patient's file
- \_\_\_\_\_ 6. Demo processing procedures and use of forms

### G. **REPORTS** (10 hrs)

- \_\_\_\_\_ 1. Components of various types of reports
- \_\_\_\_\_ 2. Reports required to process insurance claims
- \_\_\_\_\_ 3. Print various business summary reports
- \_\_\_\_\_ 4. Discuss Insurance Aging Report & how it's used

### H. **CORRESPONDENCE** (10 hrs)

- \_\_\_\_\_ 1. Formats/styles of healthcare correspondence
- \_\_\_\_\_ 2. Terms related to healthcare specialties
- \_\_\_\_\_ 3. Creating/using healthcare correspondence
- \_\_\_\_\_ 4. Pass exam on healthcare correspondence

### I. **FINANCIAL RECORDKEEPING** (10 hrs)

- \_\_\_\_\_ 1. Terms related to office financial records
- \_\_\_\_\_ 2. Identify parts of a check and deposit slip
- \_\_\_\_\_ 3. Trace cashed/deposited/returned checks
- \_\_\_\_\_ 4. Different forms of check scams
- \_\_\_\_\_ 5. Methods of collecting payments from patients
- \_\_\_\_\_ 6. Demo financial management procedures

### J. **RECORDS MANAGEMENT** (20 hrs)

- \_\_\_\_\_ 1. Identify/discuss records management systems
- \_\_\_\_\_ 2. Discuss indexing rules
- \_\_\_\_\_ 3. Elements of alphabetic filing
- \_\_\_\_\_ 4. Demo various alphabetic filing techniques
- \_\_\_\_\_ 5. Elements of the numeric system
- \_\_\_\_\_ 6. Demo various numeric filing techniques

- \_\_\_\_\_ 7. Elements of geographic filing
- \_\_\_\_\_ 8. Demo various geographic filing techniques
- \_\_\_\_\_ 9. Charging out/borrowing/ transferring files
- \_\_\_\_\_ 10. Filing/retrieving 10 examples w/filing systems
- \_\_\_\_\_ 11. Details/thoroughness in records management
- \_\_\_\_\_ 12. Demo health environment office procedures

**K. EMPLOYABILITY SKILLS REVIEW (3 hrs)**

- \_\_\_\_\_ 1. Employer requirements in employee
- \_\_\_\_\_ 2. List employers from traditional/internet search
- \_\_\_\_\_ 3. Electronic social networking in the job search
- \_\_\_\_\_ 4. Update sample résumé
- \_\_\_\_\_ 5. Accurate/legible/complete job application
- \_\_\_\_\_ 6. Sample job application
- \_\_\_\_\_ 7. Importance of enthusiasm on job
- \_\_\_\_\_ 8. Importance of appropriate appearance on job
- \_\_\_\_\_ 9. Continuous upgrading of job skills
- \_\_\_\_\_ 10. Customer service to establish relationships
- \_\_\_\_\_ 11. Appropriate interview techniques
- \_\_\_\_\_ 12. Resources to use for successful interview
- \_\_\_\_\_ 13. Appropriate follow-up procedures

**L. ENTREPRENEURIAL SKILLS (3 hrs)**

- \_\_\_\_\_ 1. Define entrepreneurship
- \_\_\_\_\_ 2. Characteristics of successful entrepreneurs
- \_\_\_\_\_ 3. Contributions by entrepreneurs to health tech
- \_\_\_\_\_ 4. Purpose and components of business plan
- \_\_\_\_\_ 5. Personal goals prior to starting a business
- \_\_\_\_\_ 6. Sources of money investment to business plan
- \_\_\_\_\_ 7. License needs for health info tech business
- \_\_\_\_\_ 8. Student as health info tech business owner