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AOTA Approved Provider #4023

Course Title: Jurisprudence 104

Course Subtitle: Medical Records

Target Audience: OT/OTA and Healthcare professionals

Course Length: 1 hour

Course Source: Legal and Ethical Issues for Health Professions, 4th Edition

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Course Instructor: Joanne Brown, MS, OTR/L

Educational Level: Introductory, Intermediate, Advanced

Course Objectives:

At the end of the course, participants will be able to:

1. Outline and describe 3 purposes of medical records.
2. List organization and contents within a medical record.
3. Describe 3 important reasons for correct documentation in a patient medical record.
4. Name 3 key guidelines for storage, retention, and maintenance of medical records.
5. Discuss the importance of confidentiality and consent forms for release of medical records.
6. List rules for HIPAA privacy and security for medical records.
7. Describe the different types of safeguards for medical records.

Outline of Content:

Hour #1

Introduction

Purpose of Accurate Documentation

Elements of a Medical Record

Documentation of Medical Records

Documentation of Patient Encounters

SOAP Format

CHEDDAR Format

Corrections and Amendments to the Medical Record

Correcting written, electronic and dictated or typed medical records

Ownership of Medical Records and Release of Information

Retention of Medical Records

Examples of State Government Laws that Specify a Retention Period for Medical Records

Health Insurance Portability and Accountability Act of 1996

Title II: HIPPA Administrative Simplification

HIPPA Violation Penalties

Conclusion

Instructional Methods and Formats:

Online course available 24/7 at www.OnlineCE.com includes PDF downloadable course. See course formats for additional details.

Course Completion Requirements:

A minimum passing score of 100% is required for course completion. You will have as many attempts as needed until your passing score of 100% is achieved. Upon successful completion of course, you will receive your certificate of completion and AOTA eligible CEUs.

AOTA Classification Codes:

Category 1: Domain of OT

Category 2: Occupational Therapy Process

Category 3: Professional Issues

Additional Policies:

OnlineCE Policies are available by clicking on the tab – Policies – located in the left-hand navigation bar.

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