Strategic Medical Records and Health Information Management Training Course



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4100 € (Per Person)

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Course Introduction / Overview:

The effective management of medical records and health information is foundational to high-quality patient care, operational efficiency, and legal compliance in modern healthcare. This training course is designed to provide healthcare professionals with specialized knowledge and skills to lead and manage health information systems. It goes beyond simple data entry to focus on the strategic importance of data integrity, privacy, and security. We will explore how to transition to and manage electronic health records (EHRs), apply data governance principles, and use health statistics to drive clinical and business decisions. The curriculum is informed by the foundational work of global academics like M. Susan Hall, whose expertise in health informatics and data management is widely recognized. This program provides a clear blueprint for building a secure, efficient, and compliant health information system that protects patient privacy while empowering clinicians with the data they need to provide excellent care. BIG BEN Training Center is committed to empowering professionals to navigate the complexities of health information management, ensuring their organizations can thrive in an increasingly digital world.

Target Audience / This training course is suitable for:

- Health information managers.
- Medical records administrators.
- Data analysts in healthcare.
- Privacy and compliance officers.
- Clinic and hospital administrators.
- IT professionals in healthcare.
- Clinical staff involved in documentation.

Target Sectors and Industries:

- Hospitals and hospital systems.
- Private medical clinics and group practices.
- Government health agencies.
- Health information technology (HIT) companies.
- Medical insurance companies.
- Long-term care facilities.
- Medical research institutes.

Target Organizations Departments:

- Health information management (HIM).
- Medical records.
- IT and informatics.
- Compliance and legal affairs.
- Quality assurance.
- Patient access.
- Clinical administration.

Course Offerings:

By the end of this course, the participants will have able to:

- Master the principles of health information management and data governance.
- Manage the transition to and implementation of an Electronic Health Record (EHR) system.
- Ensure compliance with privacy regulations like HIPAA.
- Use health statistics to analyze trends and improve clinical outcomes.
- Protect patient data and implement cybersecurity protocols.
- Design efficient medical records workflows.
- Conduct a data audit to ensure accuracy and completeness.
- Apply coding standards for accurate billing and data analysis.

Course Methodology:

This training course uses a highly practical and case-based methodology to ensure participants gain actionable skills in health information management. The program incorporates detailed case studies of common data breaches, compliance failures, and successful EHR implementations. We will use interactive workshops to practice key skills like data auditing, process mapping a medical records workflow, and a privacy incident response. The course includes group projects where participants will work together to develop a data governance plan for a fictional healthcare organization. BIG BEN Training Center believes that hands-on training is essential for mastering health information management. Our expert facilitators will guide discussions and provide personalized feedback, ensuring that participants leave with the confidence and practical experience needed to manage their organization's most critical asset: its data.

Course Agenda (Course Units):

Unit One: Foundations of Health Information Management

- The strategic importance of health information.
- Understanding the medical record and its components.
- The role of health information management professionals.
- Data integrity, quality, and accuracy.
- The future of health information management.

Unit Two: Electronic Health Records and Health IT

- The transition from paper to Electronic Health Records (EHR).
- Selecting and implementing an EHR system.
- Optimizing EHR workflows.
- Interoperability and data exchange.
- The role of clinical decision support.

Unit Three: Legal and Regulatory Compliance

- Understanding HIPAA and other privacy regulations.
- Ensuring data security and confidentiality.
- Managing a privacy breach incident.
- Legal hold and release of information.
- The role of the compliance officer.

Unit Four: Data Analysis and Health Statistics

- Collecting and managing health statistics.
- Using data to measure quality and outcomes.
- Understanding population health metrics.
- Data visualization and reporting.
- The role of a data analyst in a healthcare setting.

Unit Five: Strategic Health Information Systems

- Developing a health informatics strategy.
- Risk management for health information systems.
- The role of telemedicine and remote patient monitoring.
- Auditing and monitoring data for compliance.
- Leading a health information management team.

FAQ:

Qualifications required for registering to this course?

There are no requirements.

How long is each daily session, and what is the total number of training hours for the course?

This training course spans five days, with daily sessions ranging between 4 to 5 hours, including breaks and interactive activities, bringing the total duration to 20 - 25 training hours.

Something to think about:

How can a health information manager balance the ethical imperative to protect patient privacy with the clinical need for seamless data sharing to improve patient outcomes and public health?

What unique qualities does this course offer compared to other courses?

This training course is a highly specialized program that focuses on the unique and critical field of health information management, which sets it apart from generic data management or IT courses. Our curriculum is tailored to address the specific challenges of a healthcare setting, where data integrity and privacy are directly tied to patient safety and legal compliance. We go beyond theoretical overviews to provide a practical, hands-on learning experience through realistic case studies and interactive exercises. The course distinguishes itself by emphasizing not only the technical skills needed to manage data systems but also the strategic leadership required to navigate a complex regulatory environment and foster a culture of data security. By focusing on both the operational and ethical aspects of health information management, this program provides an invaluable skill set that is essential for any professional committed to a successful and secure healthcare organization.