



Philadelphia University
Faculty of Business
Department of Hospital Management

Course syllabus

Course title: Management of Medical Records	Course code: 0380324
Course level:	Course prerequisite (s) : 0380122
Lecture time:	Credit hours: 3

Academic Staff Specifics

Name	Rank	Office number and location	Office hours	E-mail address
Dr. Atef Al-Raoush	Assistant Prof.	32411	10:00 –11:10 Sun. Tues. Thur. 9:45 –11:15 Mon. Wed.	aalraoush@philadelphia.edu.jo

Course module description:

This is a required course for all students in hospital management specialization. The course topics are important and relevant for any student wishing to expand his or her health information management skills. The course topics include a basic understanding of the health information system in hospitals, medical records contents (paper and electronic), medical record filing systems, coding and indexing of diseases and operations, quantitative and qualitative reviewing of medical records for completeness, medico-legal aspects of medical records and patients admitting and discharge procedures. The course also concentrates on electronic health records and e-health applications.

This course familiarizes students with the basic tools and skills to effectively plan and manage the current operations of health information and medical records department in a modern hospital. Students will learn and practice these tools and skills through lectures, problem solving, and case studies. The course is structured to integrate both academic and practical approaches and perspectives on current health information and medical records issues.

Course module objectives:

At the end of this course you should be able to:

- Examine and understand the functions of medical records management in modern hospitals.
- Understand procedures and practices of the medical records department (filing, indexing, classification, coding, etc.)
- Introduce students to the problem - oriented medical record: its importance and its components.
- Understand confidentiality, privacy and legal aspects of medical records
- Introduce students to electronic applications in medical records and health information (E-medical records, electronic archiving, tele-medicine, tele-consultations,.....)

Teaching methods:

Lectures, discussion groups, tutorials, problem solving, debates, etc.

Learning outcomes:

- Knowledge and understanding
Understand the health care information system and the ability to work in or manage a medical records department.
- Cognitive skills (thinking and analysis).
Use and apply statistical tools and techniques in organizational analysis and problem solving.
- Communication skills (personal and academic).
Discuss and sharing ideas about health information systems and medical records practices with emphasis on Jordanian hospitals.
- Practical and subject specific skills (Transferable Skills).
The ability to use the acquired knowledge in health information systems to develop and improve medical records functions and practices in an efficient and effective manner.

Assessment instruments

- Short reports and/ or presentations, and/ or Short research projects
- Quizzes.
- Homework
- Final examination: 50 marks

Homework

Homework will be provided to the students

<u>Allocation of Marks</u>	
Assessment Instruments	Mark
First examination	20

Second examination	20
Final examination: 40 marks	40
Reports, research projects, quizzes, homework, Projects	20
Total	100

Documentation and academic honesty

- Documentation style (with illustrative examples)

All exams, projects and assignments will be in a secure file with the instructor.

- Protection by copyright
- Avoiding plagiarism.

Course/module academic calendar

Weak No.	Basic and support material to be covered	Homework/reports
1	Introduction: <ul style="list-style-type: none"> • Definition of Medical Records • Importance of Medical Records 	
2	Introduction to Hospital Health Information System: <ul style="list-style-type: none"> • System Approach to Health Information • Information System • Data,Information,Knowledge • Hospital Information System 	
3	<ul style="list-style-type: none"> • Health Information System Design • National Health Information System 	Assignment #1:Students are asked to prepare a short report about the health information system in Jordan
4	<ul style="list-style-type: none"> • Contents of Patient Medical Record • Medical Records Forms • Design and Management of Medical Records Forms 	
5	Basic Medical Records Forms(1)	Assignment #2 Students are asked to visit some hospitals and bring sample of medical records forms used in these hospitals.
6	Basic Medical Records Forms(2)	First exam period
7	Numbering of Medical Records: <ul style="list-style-type: none"> • Numbering Methods • Serial Numbering • Unit Filing Numbering 	

8	Filing of Medical Records <ul style="list-style-type: none"> • Filing Methods • Filing Locator Guides • Monitoring of Medical Records 	Assignment #3 Students are asked to visit some hospitals and bring sample of medical records folders(empty) with printed patients numbers .They will be asked to put these folders in order according to the terminal digit filing system
9	Classification and Indexing of Medical Records (1): <ul style="list-style-type: none"> • Indexing of Diseases and Operations • International Classification of Diseases • Coding of Diseases and Operations 	
10	Classification and Indexing of Medical Records (2): <ul style="list-style-type: none"> • Medical Records indexes • Patient Index • Diseases and Operations Index • Physician's Index 	Assignment #4 Students are given a list of diseases and operations and they will be asked to find the code number of each disease or operation by using the International Classification of Diseases and Operations
11 Second examination	Review of Medical Records: <ul style="list-style-type: none"> • Quantitative Review • Qualitative Review • Delinquent Records 	Second Exam Period
12	Medical Statistics(MS): <ul style="list-style-type: none"> • Importance of MS • Types of MS • MS Reports • Hospital Indicators 	Assignment #5 Students are given a list of hospital data and they will be asked to prepare some hospital indicators as bed occupancy, death rate, average length of stay, etc...
13	<ul style="list-style-type: none"> • Computerization Applications in Medical records Departments • Electronic Medical Records 	
14	Management of Medical Records Department and Admission and Discharge Office	
15	Medico-Legal Aspects of Medical Records	
16	Review and Final Examination	Period of Final Exam

Expected workload:

On average students need to spend 2 hours of study and preparation for each 50-minute lecture/tutorial.

Attendance policy:

Absence from lectures and/or tutorials shall not exceed 15%. Students who exceed the 15% limit without a medical or emergency excuse acceptable to and approved by the Dean of the relevant college/faculty shall not be allowed to take the final examination and shall receive a mark of zero for the course. If the excuse is approved by the Dean, the student shall be considered to have withdrawn from the course.

Books (title , author (s), publisher, year of publication)

Musa T. Ajlouni (2015).Medical Records Management in Modern Hospitals. Dar-Alfiker Press.

Electronic Learning Support Material:

1. <https://www.pdfdrive.net/computerized-patient-record-and-electronic-medical-record-e20055421.html>
2. <https://www.pdfdrive.net/medical-record-activities-e19580174.html>
3. <https://www.pdfdrive.net/medical-records-confidentiality-act-of-1995-e30095520.html>
4. <https://www.pdfdrive.net/records-management-in-support-of-service-delivery-in-the-public-e15334298.html>
5. <http://www.health.nsw.gov.au/policies/manuals/Documents/pmm-9.pdf>
6. <http://www.moh.gov.jo/Echobusv3.0/SystemAssets/bed5939c-909b-407e-ad82-5efc3089de13.pdf>
7. <http://www.moh.gov.jo/Echobusv3.0/SystemAssets/3088f91a-96cc-49e2-82c5-86951ace3ebd.pdf>