BRM 2202 HEALTH RECORDS MANAGEMENT

**Short** **Description**

Designed to equip students with techniques of managing health records and data. It covers health information terminologies, filing methods, sources of data, data capture and data protection acts.

Aim

To equip students with knowledge and skills of managing health records.

Learning outcome

Students should be able to:

-identify the categories of health records

-able to explain health records management practices

-able to identify sources of heath records

-able to interpret policies and regulations governing health records

- able to store and retrieve health records

Intellectual, Practical and Transferable skills

Knowledge about health records categories

Skills in processing and organizing health records

Teaching and Learning Pattern

By use of lectures, Visits, Library search, student led group presentations and self – directed research guided by the lecturer, case studies and demonstrations

Indicative Content

Preliminary investigations, understanding organizations, legal and regulatory framework, organizational functions and policies, identifying the business context, data collection methods, analysis of business activity; products and reports, resources and prerequisites, documenting business activity, hierarchical analysis, process analysis, establishing critical factors affecting record keeping, risk analysis, corporate culture analysis, record keeping system documentation and developing records classification schemes. Students will carry out an analysis of records management in an organization of their choice, with guidance from the lecturers

**Assessment** **method**

- Coursework and Examination. Tests, coursework research questions, group work presentations will all constitute coursework marks (30 marks) and final examinations (70 marks). For a student to be allowed to sit the final examination in this course, he/she should have obtained at least 15 out of 30 marks. The pass mark for the course will be 50%.

Indicative sources

* Penden, A. 2006. Comparative health information management
* Roach, W. H. 2006. Medical records and the law
* Latour, K.M. 2007. Health information management: concepts, principles and practice 2nd ed.
* Steward, J. 2000. Professional records and information management.
* Smith, P. 1997. Records Management. S.1: South Western.
* ARMA. 1989. Developing and Operating a Records Retention Program. ARMA International Guideline. Prairie Village, KS: ARMA International, 1989.
* Stewart, J.R. & Melesco, N.M. 2002. Professional Records and Information Management. 2nd ed. New York: Glencoe, McGraw-Hill
* Wallace, P. et al. 1983. Records Management: Integrated Information Systems.
* Penn, I.A., Pennix, G.B. and Coulson, J. 1994. Records Management Handbook. 2nd ed. Hampsire: Gower.
* John, M.M. & Kallaus, N.F. (nd) Records Management