



**Dr. B. R. AMBEDKAR UNIVERSITY-SRIKAKULAM**  
**1 YEAR PG DIPLOMA IN MEDICAL RECORDS &**  
**HEALTH INFORMATION SYLLABUS**

**P. G. Diploma in Medical Records and Health Information**

**Eligibility: Graduation**

**Duration: 1 year**

**Who else can join?**

- Medical records managers.
- Hospital managers
- Nursing Heads
- Paramedical / Secretarial Staff in hospitals
- Executives from Health Insurance Companies, IT companies dealing with medical records and coding
  
- Quality professionals
- Quality assurance Officers
- MHA professionals
- Professionals wanting to make a career in medical records
- Professionals wanting to pursue a career in hospital/ healthcare settings

**Brief Job Description:** P. G Diploma in Medical Records and Health information

Technician compile, process, and maintain medical records of hospital and clinic patients in a manner consistent with medical, administrative, ethical, legal, and regulatory requirements of the health care system. They process, maintain, compile, and report patient information for health requirements and standards in a manner consistent with the healthcare industry's numerical coding system.

## Course Content -1

- Introduction to health care delivery systems
- Introduction, Values, Purposes and Uses of Medical Records.
- Documentation of Records (Indexes / Registers).
- Birth, Death, Registration and Correction in Record.
- Medical Ethics and Legal Aspects of Medical Records.
- International Classification of Diseases (ICD-10) and Related Health Problems.
- Medical Billing & Coding
  
- Electronic Medical Record/ Hospital Information System.
- Contents and Components of Medical Record.
- Numbering, Filing and Retrieval of Medical Records.
- Retention, Preservation and Destruction of Medical Records.
- Medico-Legal Cases.
  
- Hospital Statistics.
- Case Studies
- Anatomy and physiology
- Medical Terminology
- Health information management
- Health information systems
- Health insurance reimbursement
- Pathophysiology
- Pre & Para Clinical Sciences
- First –aid
  
- Biomedical waste management
  
- Patient’s rights
  
- Patients Environment
  
- Computer knowledge
  
- Soft skills & communication English

## What Would a Medical Records and Health Information Technician do?

Medical records and health information technicians maintain paper and electronic health records. About 29 percent work in hospitals, and 23 percent work in physician offices. Nursing care facilities and home healthcare services are other major employers.<sup>[1]</sup> The following are common tasks of the medical records technician:

- **Adding new information**, such as test results or doctors' notes, to a patient's records.
- **Analyzing patients' charts** to record the outcomes of different treatments.
- **Looking over medical records** to make sure they include all the necessary information.
- **Updating databases** of medical information to the latest standards.
- **Using electronic medical records systems** to input patient data.
- **Using medical codes** to bill an insurance company for a patient's treatment.