

Medical Record Keeping Syllabus

Section 1 – Introduction to Medical Records – 16 Minutes

- Identifies the six reasons medical records need to be viewed as a key ingredient of each practice's most valuable assets
- Articulates how entries generate presumptions that what was entered got done and what was not entered did not
- Describes the doctors and practices that are most vulnerable to State Board investigations, intervention and discipline

Section 2 – How Board Investigations of Alleged Violations Work – 44 Minutes

- Explains the process State Boards pursue as they investigate consumer complaints
- Learn how to respond to complaints without alienating the complainers

Section 3 – Going to Court is NOT Fun – Paw & Order: The Profession on Trial – 50 Minutes

- Go to court with Dr. Obermeyer and see first-hand the importance of good recordkeeping after viewing the only veterinary version of the television show Law & Order

Section 4 – What Gets Entered and What Does Not – Case Example – 46 Minutes

- Identify and explain the risks from the omissions in a multi-page medical record as discussed with students in an Iowa State University veterinary school classroom setting

Section 5 – Board Regulations, Laws of Evidence and Their Effect on Admissibility – 33 Minutes

- Analyze how the laws of evidence keep information out of trials or allow it in
- Discover how easy it is to locate your state's medical record laws among your handouts provided with the course

Section 6 – Common Medical Record Errors – 30 Minutes

- Identify the most common, key data points that are missing in patient records and info that should versus should not be entered

Section 7 – Creativity Makes Recordkeeping Fun – 24 Minutes

- Examine the handout provided with the course and see its examples of innovative, efficient recordkeeping ideas

Section 8 – The Nature of Court Hearings and Trials – 57 Minutes

- Compare and contrast the 4 A's - alterations, amendments, addenda and adulterations and their effect on Board disciplinary actions
- Learn the ten reasons clients say no and why documenting that reason is so important

Section 9 – Electronic Medical Records, Client Consents and Course Conclusion – 60 Minutes

- Learn the pros, cons, difficulties and value of replacing paper with electronic medical records
- Effectively use the client consents that are included with the course to educate clients, fulfill board requirements and build a legal defense