

Live Course Agenda

Medical Record Keeping

PRE-COURSE SELF-STUDY ASSIGNMENT

- ❖ 6 hours of pre-course reading and written assignments to be completed before the live course

LIVE COURSE

- ❖ **Permanent Faculty:** Dr. Richard Kelly and Dr. Sandy Sanbar
- ❖ **Guest Faculty:** Dr. Ariana Nelson

DAY ONE - Saturday, July 16, 2022

*****Questions, Answers and Comments are encouraged at any time*****

7:45am to 8:00am

- Registration (handouts and course material sent to participants prior to course)
- Review of ACCME protocols and UCI CME accreditation
- Faculty introduction
- Course overview

8:00am to 10:00am – Session #1 and Q&A - Dr. Sanbar

8:00am to 9:00am - Introduction to Medical Records

- Licensing Board requirements
- Physician's Role in and Uses of Medical Records
- Introduction to Medical Record Keeping
- Legal Document and Evidence of Care
- Critical Information in Medical Records
- Types of Medical Records
- Accuracy and Timeliness
- Correcting, Request for Release and Amending Records
- Auditing Medical Records

9:00am to 10:00am - HIPAA

- Privacy, Confidentiality and Security of Medical Records
- HIPAA Breach Notification Rule and Penalties
- Enforcement of HIPAA Compliance by Office of Civil Rights (OCR)
- Making IT Systems and Electronic Communications HIPAA-Compliant
- Internal IT Network, Email and Text Messages Cybersecurity
- Obtaining and Amending Medical Records
- Special Requirements for Sensitive Records

10:00am to 10:15am - Morning Break

10:15am to 12:15pm – Session #2 and Q&A - Dr. Kelly

Medical Records Standards and Entries

- Medical Record Standards
- Hospital Inpatient Medical Record - Administrative Data
- Hospital Inpatient Medical Record - Clinical Data
- Hospital Outpatient Medical Record - Clinical Data
- Physician Office Medical Record

12:15pm to 1:15pm – LUNCH

1:15pm to 3:15pm – Session #3 and Q&A - Dr. Kelly / Dr. Sanbar

1:15pm to 2:15pm - Dr. Kelly

Special Considerations

- Spoliation of Evidence
- Publications Physicians Must Distribute to Physicians
- Mandatory Reporting Conditions
- Patients' Access to Own Medical Records
- Terminating Patient Relationships
- Closing Your Medical Practice

2:15pm to 3:15pm - Dr. Sanbar

Slide Presentation - Medical Records Qs & As

3:15pm to 3:30pm - Afternoon Break

3:30pm to 4:30pm – Session #4 and Q&A - Dr. Nelson

Documenting Opioid Prescriptions and Marijuana Recommendations

4:30pm to 5:30pm - Review of Submitted Medical and Billing Records

5:30pm – ADJOURN

DAY TWO

*****Questions, Answers and Comments are encouraged at any time*****

8:00am to 10:00am – Session #5 and Q&A - Dr. Sanbar

8:00am to 8:45am - Medical Records - Liability Issues

8:45am to 9:15am - Medical Records Fraud and Abuse

9:15am to 10:00am - Evidence-Based Medicine and Daubert

10:00am to 10:15am - Morning Break

10:15am to 12:15pm – Session #6 and Q&A - Dr. Sanbar

10:15am to 11:00am - Elder Law and Documentation

11:00am to 11:45am - End-Of-Life Issues and Documentation

11:45am to 12:15pm - Medical Errors, Apologizing and Medical Malpractice Stress Syndrome

12:15pm to 1:15pm – LUNCH

1:15pm to 3:15pm – Session #7 and Q&A - Dr. Kelly

Good Samaritan Law

The Relationship Between Patients and Physicians

- Starting the Patient-Physician Relationship
- Terminating Patient-Physician Relationships

Informed Consent

3:15pm to 3:30pm - Afternoon Break

3:30pm to 5:30pm – Session #8 and Q&A - Dr. Kelly

3:30pm to 4:45pm - Review of Submitted Medical and Billing Records

4:45pm to 5:10pm - Medical Record Keeping Post-Test

5:10pm to 5:30pm – Review of Post-Test

5:30pm - ADJOURN