

Dear Ma'am/Sir,

Greetings from **R.K DEVI HEALTHCARE SOLUTIONS !!**

We take great pleasure to announce our Course for Healthcare Professionals.

**MEDICAL RECORD CERTIFICATION PROGRAM**

**THE OBJECTIVE OF THE PROGRAMME** – The objective is to develop Manpower to maintain Medical Records in healthcare organization so that they have the skills and knowledge to effectively manage and maintain medical records in compliance with industry standards and regulations.

**WHO SHOULD ATTEND** – Medical Professionals, Nursing Professionals, Medical record person, Medical administrators, and Para medical staff.

**COURSE CONTENT** –

1. What is a Medical Record?
2. Importance of Medical Record?
3. Understanding of Hospital Files/ Records
4. To Understand the structure of the Medical Record Department
5. Understanding of Medical/ Unique Identification Number.
6. Understanding of OPD, IPD, MLC, LAMA, Day Care, and Emergency Medical records.
7. Understanding how to register and file Birth and death records in Hospital.
8. How to link and generate Aadhar from the Birth Record.
9. Learning, how to do government reporting of various information like (Epidemic, HIV, Tuberculosis, Dengue, AFP)]
10. How to do filing of the different medical records.
11. Indexing of Medical Records.
12. What is ICD Coding and how it is to be done
13. Completion of Medical Records in chronological order.
14. Medical Record as a medical Entity.
15. Medical Records and its importance v/s reimbursement, claims and compensation
16. NABH and medical record standards
17. Quality Indicators of Medical Records

**COURSE MATERIAL AND CERTIFICATE FOR PARTICIPANTS** – Candidate receives course content including learning and reference material. The program will be a combination of theory and demos.

At the successful completion of the workshop, candidates will be provided certificates.

**COURSE FEE** – 10,500 per candidate (Inclusive GST)

**DURATION** – 3 Months Weekend Classes.

**Mode** – ONLINE & OFFLINE

**NOTE – TRAINING & TEACHING WILL BE DONE IN UNDERSTANDABLE LANGUAGE (HINDI + ENGLISH)**

We hope for a positive response.

**Warm Regards**

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