

C H A P T E R **14**

RUTLEDGE JR LAB OFF-SITE LEARNING PACKET DAY 6

Medical Records Management

USE YOUR MED BOOK CH. 14 TO ANSWER THE QUESTIONS BELOW

CHAPTER PRE-TEST

Perform this test without looking at your book.

1. In the SOAPER approach, the letter "E" stands for:
 - a. Equipment needed
 - b. Education for patient
 - c. Eliminated medications
 - d. Education for staff

2. Which of the following is *not* an important skill to have when filing?
 - a. You should know the alphabet.
 - b. You should know the basic rules of filing.
 - c. You should pay attention to details.
 - d. You should be good at math.

3. Which of the following is not an advantage of a manual medical record?
 - a. Can be used by only one person at a time
 - b. Easier to protect confidentiality
 - c. No worry of computer malfunction
 - d. Currently established and understood

4. Which of the following patients would be filed first if the method of alphabetic filing by last name were used?
 - a. Betty Donaldson
 - b. Bradley Donalds
 - c. Annette Dunn
 - d. Amber Davidson

5. The standard in court is that if there is no record of any piece of information related to a patient and that patient's care and treatment:
 - a. The record must have been misfiled and must be produced immediately
 - b. The treatment did not happen
 - c. The record is assumed as being destroyed
 - d. The patient declined the treatment and therefore no record exists

VOCABULARY BUILDER

Misspelled Words

Find the words below that are misspelled; underline them, and correctly spell them in the space provided. Then, fill in the blanks in the following sentences with the appropriate terms. (Hint: not all words will be used).

| | | |
|------------------|----------------------------|----------------------------------|
| accession record | out-gide | source-orientated medical record |
| captions | perging | tickler file |
| coding | problem-orientated medical | unit |
| cross-reference | record | |
| key unit | SOAP | |

1. To remember to check with the reference laboratory on Friday to obtain patient Martin Gordon's test results Ellen Armstrong, CMA (AAMA), places a note in her _____.
2. Every six months, Marilyn Johnson follows clinic policy and procedures for _____ in-active files to remove and archive those not in active use.
3. The organized method of identifying and separating items to be filed into small subunits is accomplished with the use of _____ units.
4. When Liz Corbin, CMA (AAMA), retrieves Annette Samuels's chart for Dr. Woo, she places an _____ in the filing cabinet to show that the file has been removed from storage.
5. The _____ is a journal (or computer listing) where numbers in a numeric filing system are pre-assigned. The log sequentially lists numbers to be used to assign to numeric records.
6. The file for Kent Memorial Hospital contains three indexing _____ to be considered when preparing the filing label.
7. If a _____ card is required in the alphabetic card file of a numeric filing system, such as when making note of an established patient's married name, a card is prepared that includes an X next to the file number to indicate that this card does not designate the primary location card for the file.
8. In the _____ system of recordkeeping, patient problems are identified by a number that corresponds to the charting relevant to that problem number; that is, asthma #1; dermatitis #2; and so on.
9. When a filing system other than alphabetic is being used, the proper _____ must be determined for the chart or file so it can be retrieved.

10. _____ are used to identify major sections of file folders by more manageable subunits, such as GA–GE, or Miscellaneous. They are marked on the tabs of the guides.
11. Inner City Health Care uses the _____ method of recordkeeping, which groups information according to its origin—for example, laboratories, examinations, provider notes, consulting providers, and other types of information.
12. Some medical facilities have added two additional letters, *E* and *R*, to the _____ approach, which stand for “Education for patient” and “Response of patient to education and care given.”

LEARNING REVIEW

Short Answer

1. Why is accurate, up-to-date, complete documentation in patient medical records essential in the ambulatory care setting?

2. Why is the POMR system commonly used by family practice clinics?

3. Why is a color-coding system effective in the ambulatory care setting?

4. How important is an effective, easy-to-use, and easy-to-access filing system to the efficiency of the ambulatory care setting?

5. List at least four advantages of EMRs.

6. What does the acronym SOAPER stand for?

7. List three numeric filing systems that are used in medical facilities.
