



## ***Are Your Records up to Par? Essential Components All Staff Need to Know!***

**June 29, 2023 8:00am-9:00am PST**

The complexity of record keeping has increased with the Electronic Health Record (EHR). Staff need to understand the essentials of records management, so your medical records meet compliance standards. Records need to be accurate, complete, and have proper signature. Signing of consents is an area that brings up many questions for clinicians. Have your questions answered in this 60-minute webinar. In addition, it will be discussed what to do for release of information requests and sending records for discharge planning now that the Public Health Emergency (PHE) is ending. Join us to learn the essential components of recordkeeping so that your records are up to par!

### **Objectives:**

1. Examine the basics of Medical Record Management & Rules
  - a. Legal Record Components
  - b. Charting at point of care
2. Comprehend the Legalities of the Medical Record including:
  - a. Accuracy, Completeness
  - b. Validity of Consents
    - i. Who can sign/witness consents
  - c. E-signature requirements
3. Understand Release of Information Requirements
  - a. Who can authorize
  - b. HIPAA/COP requirements for timely release
  - c. What documents are to be released for effective discharge planning
4. Review the correct retention methods for scanned & permanent documents

**Audience:** This webinar is a necessary topic for Administrators; Compliance; Privacy Officer; Clinical Management; Clinicians; Human Resources; Medical Records and IT.

**Instructor:** Joan L. Usher, BS, RHIA, HCS-D, ACE-HH, ACE-H, President, JLU Health Record Systems is a nationally recognized expert in record management. She has a degree in Health Information Management and has been a home health and hospice consultant for over 35 years. Joan is past president of the Massachusetts Health Information Management Association (MaHIMA) and has served as a delegate for American Health Information Management Association (AHIMA). She received the Distinguished Member award from MaHIMA in 2017 and the Professional Achievement Award in 2008. Joan is a published author with book topics such as ICD-10-CM Coding, Billing, Clinical Documentation Improvement and contributing author to the Massachusetts Medicolegal Guide. Usher is a current Board of Director of Hospice & Palliative Care of MA and a past Board of Director of the Home Care Alliance of MA. Joan's webinars consistently earn outstanding reviews from participants.

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**Agency:** \_\_\_\_\_

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