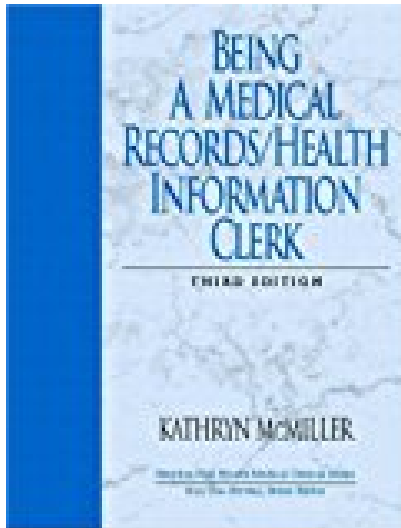


# Being a Medical Records Health Information Clerk 3rd Edition

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## BOOK DETAILS

- Author : Kathryn McMiller RHIT RHIA
- Pages : 224 Pages
- Publisher : Pearson
- Language : English
- ISBN : 0131126717



## **BOOK SYNOPSIS**

Unlike other available books on medical records—which focus on management of HIM departments—this one is especially designed for entry-level health information/medical record clerks. It orients learners to the essential step-by-step procedures for being a medical records clerk—from the importance of confidentiality to filing. KEY TOPICS Specific chapter topics cover the health information management department, number and filing methods, processing medical records, assembly and analysis of the medical record, physician incomplete area, confidentiality and release of information, and other medical record clerk functions. For directors, managers/supervisors of HIM departments in hospitals, physicians offices, and outpatient clinics; and also for use in hospitals, and for anyone maintaining medical records.

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