1. How does the institution define ambulatory visits? List examples.
2. Capture the following hospital statistics (volume statistics) as reported by the host.

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| * 1. Acute Care (Inpatients): | * 1. Ambulatory Care: | * 1. Clinic Visits: |
| * 1. Diagnostic Imaging: | * 1. Emergency Dept: | * 1. Home HealthCare: |
| * 1. Outpatients: | * 1. Other: | * 1. Other: |

1. Identify the difference between a medical record number and an account number.
2. What is the Departmental Dress Code? What is the rationale for the Dress Code?
3. In reference to the employee identification card, what type of access does it grant to the staff? What are the criteria for wearing the identification?
4. List at least two types of documents that might require scanning:
5. Describe the 3 steps required to scan a document into the EHR:
6. Identify the two acceptable ways of paper record destruction discussed in the video:
7. During record analysis, an HIM professional must check for these three common (generally physician-created) medical record reports. Name these three common reports.
8. Describe what an electronic flag used for during medical record analysis:
9. Identify why most new coders start their coding career coding outpatient records and then move to ambulatory or inpatient records:
10. Describe how electronic charts are routed to a coder:
11. List the types of credentials required of coders in this facility:
12. How does one prepare for coding remotely? What quality and quantity standards must be met?
13. The Joint Commission standard requires that charts are completed within \_\_\_\_ days after discharge.
14. Identify the difference between a deficient record and a delinquent record. Discuss how suspension of physician’s (medical staff privileges occur and the routing within the institution?
15. What are the consequences imposed on providers (typically physicians) who do not complete their record delinquencies?
16. HIPAA mandates require that medical records must be maintained for how long: ­
17. Describe the HIPAA mandates for record retention for a minor child’s health record.
18. Interpret the Release of Information (ROI) process. How does it compare to exercises in EHR GO? Explain the State of Illinois’ guidelines (Attach the current regulation from ILHIMA.org fee schedule).
19. Define data breach. What are the penalties for breaches?
20. The Health Information Management describes her direct reports. List each area by functions and the number of Full-time Equivalents (FTEs). Retain this information to create an organization chart as a part of this assignment.
21. What does the acronym RAC stand for? Why is the important?
22. Define the responsibilities of a transcription editor.
23. What credential is needed for an HIM professional to work in a cancer registry? Summarize the roles and responsibilities for Cancer Registry?
24. What does the acronym MPI stand for? What is the retention guideline for the MPI?
25. What are the roles and responsibilities of the Privacy Officer?
26. The Data Quality Manager is responsible for:
27. Describe data visualization (AKA) **Visualized data designs:**
28. List the professionals in the video who have HIM credentials; yet, serve in non-traditional HIM roles. What are the transferrable skills? Retain this information to construct an organization chart as a part of this assignment. Design a flowchart of the record based upon the video integrating data collection and data usage across the spectrum of the healthcare institution.