

HLIN 2208 (120 HOURS REQUIRED)	DATE	*S/U	COMMENTS
1. Analyze 25 inpatient records for deficiencies.			
2. Prepare a departmental statistical report (i.e. transcription turn-around times, productivity, delinquent charts, etc).			
3. Complete three birth certificates where applicable. Review state vital statistics reporting forms for birth certificates, death certificates, and fetal death certificates.			
4. Prepare and complete three (3) release of information requests. Review ROI billing policy and procedure. Utilize software to track release of information requests if available.			
5. Correctly code 25 records by method used by facility. (Inpatient)			
6. Assign correct DRGs to 25 patients using grouper utilized by the facility.			
7. Complete 25 abstracts for billing and reimbursement purposes.			
8. Prepare 30 records for microfilming, optical imaging, and computerized medical records (when applicable).			
9. Process 20 outpatient records (analyze, assemble)			
10. Process 20 Emergency Department records (analyze, assemble)			
11. Attend a medical committee meeting.			
12. Participate in Utilization Review, insurance certification and Quality Improvement.			
13. Participate in JCAHO required closed record review.			
14. Assist in the preparation of a vacation schedule or monthly schedule.			
15. Prepare two (2) Cancer Registry abstracts (where applicable). Utilize software, if available. Complete follow-up letters.			
16. Review HIPAA policies and procedures for the institution.			
17. Review departmental hiring procedures, performance evaluations, disciplinary procedures and termination procedures with the Director.			

HLIN 2208 (120 HOURS REQUIRED)	DATE	*S/U	COMMENTS
18. Assist in data collection for JCAHO survey or for some other regulatory agency (where applicable).			
19. Track completion of medical records and the process for physician notification of incomplete records. Utilize chart-tracking software if available.			
20. Review fraud, abuse, and compliance policies and procedures.			
21. Prepare two (2) trauma registry abstracts. Utilize software, if available.			
22. Attend coding conference meetings, in-services, and/or educational sessions, if available.			
23. Observe in the Financial Office and participate in claims adjustment.			
24. Review credentialing process for medical staff and allied health professionals.			
25. Prepare data for medical audit			
26. Other activities as the facility is able to provide. 1. 2.			

***Grading: Satisfactory/Unsatisfactory**

09/03

Numbers listed are suggestions, not requirements.