

Student _____
Dates of Rotation _____

Health Information Management Rotation Task Sheet

OBJECTIVES

OBSERVED/ASSISTED

- | | |
|--|---------------|
| 1. Orientation to Health Information Management services | _____ / _____ |
| 2. Information handling/processing | |
| a. assembling records | _____ / _____ |
| b. legal acceptances | _____ / _____ |
| c. patient's rights to information | _____ / _____ |
| d. release of information | _____ / _____ |
| e. confidentiality | _____ / _____ |
| f. data input/processing | _____ / _____ |
| 3. Assisting the physician | |
| a. transcription services | _____ / _____ |
| b. analyzing records for completion | _____ / _____ |
| c. quality assurance | _____ / _____ |
| d. surveillance of data flow | _____ / _____ |
| 4. Numbering and filing records | |
| a. organizational patterns | _____ / _____ |
| b. coding and indexing systems | _____ / _____ |
| 5. Collection of Statistics | |
| a. birth, death, fetal death registration/certificates | _____ / _____ |
| b. data collection-monthly/annual reports | _____ / _____ |
| c. inpatient census and ratio | _____ / _____ |
| d. admission and discharge statistics | _____ / _____ |

Mentor Signature

Date